



# Leeds Trinity University College

## APPLICATION FOR EMPLOYMENT

Please note that by supplying the information requested on this application form and signing the declaration you are consenting under the Data Protection Act to the processing of this information for the purpose of the employment process.

**Please take particular care when completing the application form as the information you provide will be subject to a verification process.**

This form should be completed in black ink or typescript and returned via email to [38808@odgers.com](mailto:38808@odgers.com) or submitted online at [www.odgersbermdtson.co.uk/38808](http://www.odgersbermdtson.co.uk/38808)

Application for the post of:	* For Office Use Only Reference:
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### Personal Details

Surname:		First Name(s):	
Home Address:		Address for Correspondence: (if different)	
Postcode:		Postcode:	
Telephone No (Home):	Telephone No (Mobile):		Telephone No (Work):
Email address:		Are you entitled to work in the UK?    Yes/No	
Details of any criminal convictions:			
Note:    Under the Rehabilitation of Offenders Act 1974, you are required to give details of any convictions which are not 'spent'. Failure to do so will render you liable to summary dismissal.			
Where did you see this vacancy advertised?			
If appointed when would you be able to take up the post?			
Please declare any family/personal relationships with any members of staff currently working at Leeds Trinity University College.			
Name:		Relationship to you:	

## Details of Higher Education

Reference:

Degrees, Diplomas and Postgraduate qualifications	Dates	Awarded by
Professional Qualifications	Dates	Awarded by

# Employment Experience

Reference:

Summary of employment, commencing with the present or most recent

Date From/To	Employer	Position held, brief description of duties and reason for leaving	Salary

(Continue on additional sheet(s) as necessary)

Reference:

## Publications and Research

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to write their publications and research.

(Continue on additional sheet(s) as necessary)

## References

Reference:

Please give the names and addresses of three referees, one of whom must be either the HR Department or the head of the organisation in which you currently work (or have most recently worked). References for shortlisted candidates will be taken up before interview unless a request is made to the contrary.

1

2

3

Name: Address:    Phone: Fax: Email:	Name: Address:    Phone: Fax: Email:	Name: Address:    Phone: Fax: Email:
Position:	Position:	Position:
Can we approach this referee now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can we approach this referee now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can we approach this referee now? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Please also include a separate letter of application identifying the particular strengths and experience which qualify you for this post. This letter should be submitted alongside this application form at [www.odgersberndtson.co.uk/38808](http://www.odgersberndtson.co.uk/38808) or via email [38808@odgers.com](mailto:38808@odgers.com)**

## Declaration

*Please note that the information supplied on your application form and in your letter of application will be subject to a verification process. Qualifications and other information subsequently discovered to be false or misleading will invalidate an application and any appointment arising from it.*

I confirm that the information given on this form is accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LEEDS TRINITY UNIVERSITY COLLEGE**

**Reasons for not proceeding with application**

If you decide not to submit an application for the post about which you have enquired, it would be helpful if you would give us your reasons.

Position enquired about: \_\_\_\_\_

Please tick as appropriate:

- |     |  |                          |
|-----|--|--------------------------|
| 1.  | The post is not what I expected  | <input type="checkbox"/> |
| 2.  | The salary level is too low  | <input type="checkbox"/> |
| 3.  | I have found another job/been promoted,<br>so I am no longer interested in this position       | <input type="checkbox"/> |
| 4.  | The information supplied is inadequate   | <input type="checkbox"/> |
| 5.  | The duties of the post are not attractive  | <input type="checkbox"/> |
| 6.  | The duties of the post are too demanding   | <input type="checkbox"/> |
| 7.  | The duties of the post are not challenging enough  | <input type="checkbox"/> |
| 8.  | The University College does not seem attractive  | <input type="checkbox"/> |
| 9.  | My skills and experience do not match the person<br>specification                              | <input type="checkbox"/> |
| 10. | I sent for an application pack out of interest only.<br>I never intended to apply for the post | <input type="checkbox"/> |
| 11. | The location of the University College is unattractive to me                                   | <input type="checkbox"/> |
| 12. | Other reasons  | <input type="checkbox"/> |

Please specify:

Thank you for completing this questionnaire. Please return it via email to [peter.viqueira@odgersberndtson.co.uk](mailto:peter.viqueira@odgersberndtson.co.uk) We will use the information to review our recruitment processes.