

APPLICATION FORM



PART 1

Please complete Part 1 and Part 2 of the Application Form; a C.V. will not be accepted as a substitute. Please refer to the guidance notes, Completing your Application Form available on the Human Resources web page.

Application for the post of:	Department:	Reference No:
Surname:	All Initials:	
Address:	Home Telephone No:	
	Mobile Telephone No:	
	Email Address:	

If you are shortlisted for interview, we will contact you via email

Education and Qualifications:

Please give details from Secondary School, Further and Higher Education

Place of Study	Dates	Qualification please state subject and grade

Membership of Professional Bodies/Professional Qualifications

Name of Professional Body	Dates	Category/Grade of Membership Please state method of study

Work Related Training:

Please give details of any courses you have attended or specialist skills training undertaken.

Organising Body	Dates	Course Title/Subject



Present Employment, or Most Recent if Unemployed.

Your Job Title:		Salary:
Date Commenced:	Notice required:	
Employer's Name and Address and Nature of Business:	If currently unemployed give reason for leaving and date left:	
Please give brief description of your duties:		

Previous Employment: Please start with most recent employment and work back.

From/To Month/Year	Employer's Name, Location and Nature of Business	Job Title, outline of duties and reason for leaving – If part-time, state hours worked



Additional Information – this section must be completed.

Please use this section to describe particular skills, knowledge and experience that are relevant to this post (including voluntary and community activity, or research and published work).



Personal Statement: Please state why you consider yourself suitable for this post.

Have you ever been dismissed from any employment? If yes, give details



Reference/contact with present and recent employers.

Please give the name, address, telephone numbers and e-mail addresses of two people who have agreed to act as referees for you. One should be your most recent or present employer with whom contact can be made to verify the details of your present or most recent employment. The person should be in a management or supervisory position.

The other should be a recent employer or if you do not have a suitable employment referee please provide the details of a person willing to provide you with a character reference. We will contact either one or both referees if you are successful at interview.

Referee Name:	Referee Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Telephone No:	Telephone No:
E-mail Address:	E-mail Address:
Contact if successful: Yes / No	Contact if successful: Yes / No



PART 2

The University is committed to its Equal Opportunities policy. To assist in monitoring this policy, please provide the following personal information. **This information is not used in selection for the post.**

Application for the post of:	Department:	Reference No:
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Personal Information

Surname:	First Names:
Title:	Preferred Name:
Date of Birth:	Gender: Male/Female (delete as appropriate)
NI Number:	Nationality:
Teachers Pensions No (if applicable):	USS Pension No (if applicable):

Disability Status

Do you have a disability which fits the definition in the Disability Discrimination Act – a physical or mental impairment which has a substantial and long term (i.e. over at least 12 months) adverse effect on your ability to carry out normal day-to-day activities?

Yes No Prefer not to provide information

(If you have a disability, and if you were shortlisted, please indicate any reasonable adjustments that would be required for you to attend the interview).

Ethnic Origin

This refers to people who share the same cultural background/identity, not country of birth or nationality.
Please note these categories are those used in the National Census.

<input type="checkbox"/> White British	<input type="checkbox"/> White Irish	<input type="checkbox"/> Other White background
<input type="checkbox"/> Black or Black British – Caribbean	<input type="checkbox"/> Black or Black British – African	<input type="checkbox"/> Other Black background
<input type="checkbox"/> Asian or Asian British– Indian	<input type="checkbox"/> Asian or Asian British– Pakistani	<input type="checkbox"/> Asian or Asian British – Bangladeshi
<input type="checkbox"/> Other Asian background	<input type="checkbox"/> Mixed - White and Black African	<input type="checkbox"/> Mixed - White and Black Caribbean
<input type="checkbox"/> Other Mixed background	<input type="checkbox"/> Other Ethnic background	<input type="checkbox"/> Chinese

Eligibility to Work in the UK

From the list below, please tick the relevant box to confirm which of these apply to you and, where you have a current visa, please provide an expiry date.

		Tick if applies	Expiry date of visa
1	I am a citizen of the UK, European Area or Switzerland	<input type="checkbox"/>	Not applicable
2	I have indefinite leave to remain or a UK Ancestry Visa	<input type="checkbox"/>	Not applicable
3	I am a dependent of someone who has permission to work or study in the UK	<input type="checkbox"/>	__ / __ / __
4	I hold Tier 1 (Highly Skilled Worker) status	<input type="checkbox"/>	__ / __ / __
5	I hold Tier 1 (Post Study Worker) status	<input type="checkbox"/>	__ / __ / __
6	I hold a Certificate of Sponsorship / work permit in my current employment	<input type="checkbox"/>	__ / __ / __
7	I am registered with the Workers Registration Scheme	<input type="checkbox"/>	__ / __ / __
8	I hold a valid Student Visa	<input type="checkbox"/>	__ / __ / __
9	I am not currently in the UK and do not have eligibility to work in the UK	<input type="checkbox"/>	Not applicable



Rehabilitation of Offenders

Before completing this section please refer to the guidance notes on completing your application form.

If it states, in the advertisement and job description of the post for which you are applying, that the post requires a CRB check, please indicate whether or not you have ever had a criminal conviction:

Yes No (Tick as appropriate)

If the advertisement and job description make no reference to a CRB check, please answer the following question:

Do you have any 'unspent' convictions, within the meaning of the Rehabilitation of Offenders Act 1974?

Yes No (Tick as appropriate)

Health Clearance

Successful applicants will be required to complete a confidential health questionnaire. The questionnaire will be assessed by the Occupational Health Department. A medical examination may be required. Please note any offer of employment will be subject to medical clearance.

Recruitment Source

Please indicate below where you first learnt of this vacancy. Please tick only one.

<input type="checkbox"/> Times Higher Education Supplement (Press Copy)	<input type="checkbox"/> Times Higher Education Supplement (On-line)
<input type="checkbox"/> Jobs.ac.uk	<input type="checkbox"/> Northumbria University Website
<input type="checkbox"/> Other Newspaper (please state) _____	<input type="checkbox"/> Other Internet Job Board (please state) _____
<input type="checkbox"/> Job Centre	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please state) _____	

Declaration

I certify to the best of my knowledge that the information given on this form is correct. I understand that deliberately giving false or incomplete information would disqualify me from appointment, or in the event of discovery after appointment, make me liable for dismissal.

Submission of this form indicates your acceptance of this statement.

Please return the completed form by the closing date to: staffcareers@northumbria.ac.uk

Or, by post to Human Resources, Northumbria University, Sutherland Building, Northumberland Road, Newcastle upon Tyne, NE1 8ST