

Application for Employment



IMPORTANT: The form must be completed in full. A curriculum vitae can only be accepted as additional information. **Please read the guidance notes before filling in each section.** Please use black ink or type.

Application for the post of	School/Department	University job reference number
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Surname	All initials
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Present employment, or most recent if not employed

Employer's name, address and nature of business	Job title
	If part time please state number of hours per week
	Salary
	Associated benefits
	Date commenced
	Date left
	Notice required

Please give a brief description of your duties (if no longer employed, please give reason for leaving)

Previous employment Please start with most recent employment

From/To Month/Year	Employer's name, location and nature of business	Your job title, outline of duties and reason for leaving (if part time please state number of hours/week)

Education and training Please give details of education and qualifications obtained from Secondary School, College, University/Polytechnic (or equivalent)

Place of study	Qualifications – please state subject and grade

Training/staff development Please give details of training and staff development

Place of Study	Qualifications – please state subject and grade

Membership of current professional bodies/professional qualifications

Name of body/qualification	Class/Grade of membership (please state method of study)

Additional information

Please use this section to describe how you meet the person specification criteria for this post.

This section must be completed.



Extra information

Please use this section to add any further information from previous sections where there is insufficient space.

PLEASE NOTE: Information from this point onwards will be for use by the Human Resources Department in the processing of your application IT WILL NOT BE PROVIDED TO THE SHORTLISTING PANEL FOR SELECTION PURPOSES

Equal opportunities

The University is committed to the full implementation of our policy of equality of opportunity. To assist in monitoring this policy please complete this section.

1 Are you? Male Female
 Married/in a Civil Partnership Not Married/not in a Civil Partnership

2 Following implementation of the Disability Discrimination Act 1995, employers are now committed to providing people with disabilities an opportunity to compete fairly for jobs. The Disability Discrimination Act 1995 states that "a person has a disability for the purpose of this Act if he/she has a physical or mental impairment, which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities."

Do you consider that you meet this definition? Yes No

If Yes please provide details.

If you do not consider that you meet this definition but consider that you have a disability please advise us.

Please let us know how we can support you if you require assistance or adjustments to be made to enable you to attend and participate in the interview if selected.

Please let us know how we can support you if you will require assistance or adjustments to be made to enable you to:

- Undertake the role
- Participate in any training programmes

3 Please state your nationality

4 How would you describe your origin? This refers to people who share the same cultural background and identity, not country of birth or nationality. The following categories are taken from the 2001 census.

a) White

British
 Irish

Any other White background, please write in:

b) Mixed

White and Black Caribbean
 White and Black African
 White and Asian

Any other Mixed background, please write in:

c) Asian or Asian British

Indian
 Pakistani
 Bangladeshi

Any other Asian background, please write in:

d) Black or Black British

Caribbean
 African

Any other Black background, please write in:

b) Chinese or other ethnic group

Chinese

Any other background, please write in:

5 Please state where you saw this post advertised

Application for the post of	School/Department	University job reference number
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Personal information

Surname	First Name(s)	
Mr/Mrs/Miss/Ms/Dr/Prof/other	Date of Birth	
Address	Tel. No.	Home
		Work
		Mobile
	Email	
	NI Number	
Postcode	DfES/NMCC (formerly UKCC) No	
	ISA Registration Number	

References

All appointments are subject to receipt of two satisfactory references. Please provide names and addresses of two individuals whom the University may contact in the event of you being shortlisted for interview. One should be your current/most recent employer. If you would prefer that we did not contact your current or most recent employer prior to interview, please specify in the space provided. We will contact your current employer prior to interview unless you indicate otherwise. Please ensure that you inform your referees prior to submitting your application. The University may decide, if required, to contact any past or current employers identified on this form.

First referee contact with present or most recent employer

Name	
Position	
Capacity in which known	
Email	Telephone No.
Address	
May we contact your employer prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/> . If No, please go to * below	

Second referee normally a previous employer unless this is your first employment, then you should indicate a university/college/school referee

Name	
Position	
Capacity in which known	
Email	Telephone No.
Address	

Have you ever been convicted of any criminal offence, which conviction is not a 'spent' conviction within the meaning of the Rehabilitation of Offenders Act 1974. Yes No

If your answer to the above is YES please provide full details of the sentence received and dates for each.

Eligibility to work in the UK

This section is only relevant to applicants who are not a legal national of the UK or other countries in the European Economic Area or a Swiss national. If you are unsure about whether you need to complete this section please contact Human Resources on 01642 3442201 for advice.

- a) Do you hold Tier 1 (Highly Skilled Worker) Status? Yes No
- b) Do you need a Certificate of Sponsorship? Yes No
- c) Are you a dependent of someone who has a Certificate of Sponsorship? Yes No
- d) Have you acquired indefinite leave to remain in the UK or have a UK Ancestry visa? Yes No
- e) Do you have a valid student visa? This entitles you to work on a part-time basis for the annual equivalent of up to 20 hours per week until the expiry of your visa. Yes No
- f) Do you have a passport, travel document, residence permit or letter, issued by the Home Office or UK Borders Agency, which is endorsed to show that you have residency and permission to work in the UK? Yes No

If you have answered Yes to a, c, e or f please state expiry date, if one applies

Declaration

The University is committed to the highest standards in public life. It is a condition of employment that candidates declare any relationships they have with senior members of the University staff, or Board of Governors. A relationship will not preclude employment and will not be divulged to the shortlisting panel, provided it is declared below.

Name of member of staff

Relationship

If you are unsure about whether or not a relationship needs to be declared, please contact Human Resources for advice.

PLEASE SIGN* THIS SECTION AFTER YOU HAVE COMPLETED ALL PARTS OF THE FORM.

All personal information that you provide will be held and processed in accordance with the requirements and safeguards of the Data Protection Act 1998 and the University's registration with the Information Commissioner. Your information will be held in strictest confidence and used only for the purpose of assessing your application for employment. Anonymised data may also be used to inform recruitment and selection activities, including equality and diversity monitoring. If your application is successful, your information will be retained as part of your employee file. If your application is not successful, this information will be retained for six months and will then anonymised and used for statistical purposes only.

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 will disqualify me from appointment, or in the event of discovery after appointment, make me liable to dismissal. Canvassing, either directly or indirectly, will disqualify an applicant.

Signed **Date**

*** If submitting this form via email please check this box in lieu of a signature**

Please return the completed form by the closing date to:

**Human Resources Department
Teesside University
Middlesbrough
Tees Valley
TS1 3BA**

Or email it as an attachment (Microsoft Word format only) to: JOBS@TEES.AC.UK

NOTE:

Your application will be acknowledged by email if submitted via this method. If posted we will only send an acknowledgement if you supply a stamped self addressed postcard.

Date received

Office use only