

Position applied for:

Ref No:

Surname: *(block capitals)*



**British
Antarctic Survey**

NATURAL ENVIRONMENT RESEARCH COUNCIL

FOR OFFICIAL USE ONLY

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|-----------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|-------------|--|--|--|
| Date received | _____ | Action: <table border="1" style="width: 100%;"><tr><td style="width: 33%; text-align: center;">Pursue</td><td style="width: 33%; text-align: center;">Reject</td><td style="width: 33%; text-align: center;">Hold</td></tr><tr><td> </td><td> </td><td> </td></tr></table> | Pursue | Reject | Hold | | | |
| Pursue | Reject | | Hold | | | | | |
| | | | | | | | | |
| References requested | _____ | | | | | | | |
| Time / date interview | _____ | | | | | | | |
| Interviewers | _____ | | | | | | | |
| Time / date medical | _____ | Reject sent _____ | | | | | | |

APPLICATION FOR EMPLOYMENT SCIENCE POSITIONS

1. **Personal Details** *(block capitals)*. Please complete the boxes at the top of the page.

Title Dr / Mr / Mrs / Miss / Ms / Other _____

Surname _____

Forenames _____

Postal Address _____

Home Telephone No _____

Work _____

Email Address _____

Mobile _____

Are you currently eligible for employment in the UK? **Yes / No**

Can you prove you have the required authorisation or work visa to work in the EU:

Yes, I can prove I am a EU citizen or currently have an EU work permit.

No, I am not currently in possession of an EU work permit.

(Note: if yes, you will be required to produce appropriate and satisfactory evidence.)

2. Education and Qualifications

A. Formal academic and professional qualifications. Exclude secondary school if you have a university degree or equivalent.

| Secondary school / College / University attended | Subject studied / Degree Title | Type of qualification and grades achieved | Date obtained or expected date of completion |
|--------------------------------------------------------|-----------------------------------|-------------------------------------------------|----------------------------------------------------|
| | | | |

B. Membership of professional or technical associations. Please include memberships of advisory boards of scientific journals, membership of international committees and membership of scientific projects.

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C. Scholarships or other awards gained.

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D. Other relevant training or qualifications (*e.g. short courses, on-the-job training etc.*)

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3A. Publication history

Please list all significant publications you have written. Please include abstracts submitted for international meetings and details of any high-level presentations and / or invited keynote presentations. Continue on a separate sheet if necessary.

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3B. Funding record

Please list all scientific grants applied for and won including sum of money awarded.

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4. Employment Record

Please complete here the full particulars of all your employment since leaving full time education. Please account for any period during which you were not employed. If you need more space, please attach additional pages / notes. Please list your most recent employer first.

| | | |
|-------------------------------------|--------------------------|-----------------------------------------------------------|
| From (month / year) | To (month / year) | Title of post |
| Name and address of employer | | Type of activity |
| | | Reason for leaving |
| Contact name for reference | | Can this referee be approached prior to interview? |
| Description of duties | | |

| | | |
|-------------------------------------|--------------------------|-----------------------------------------------------------|
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| Name and address of employer | | Type of activity |
| | | Reason for leaving |
| Contact name for reference | | Can this referee be approached prior to interview? |
| Description of duties | | |

5. References

References to personal character

Please give the name and address of a responsible person who we can approach for a character reference. This person should have known you for at least 3 years and should not be a present or previous employer, a teacher, a GP or in any way have a personal relationship to you, but may include friends and colleagues.

| |
|-------------------|
| Name |
| Address |
| Email |
| Occupation |

Reference to academic suitability

Please provide the name and address of a person able to comment on your academic suitability, for example a Supervisor or Tutor.

| |
|-------------------|
| Name |
| Address |
| Email |
| Occupation |

Employment / Professional suitability

References will be sought to cover a period of five years of employment. This information will be taken from Section 4. Unless you record a specific objection in Section 4, the Survey reserves the right to communicate with your past and current employers.

6. Personal Profile and Experience

- A. Please give a concise account of your relevant (to the post you are applying for) scientific research experience and achievements.

- B. In this section, please give your reasons for applying for this position and additional information which shows how you match the skills specification for the job. This can include relevant skills, knowledge, experience, specific IT skills, voluntary activities etc. Continue on a separate sheet if necessary.

7. Skills and Interests

A. Please list any additional skills or abilities you have. If this position involves Antarctic service, please explain how you would personally add value to the Antarctic community.

B. Interests and hobbies. Please also indicate here any significant foreign travel experience.

8. Rehabilitation of Offenders Act

Note: If the answer to either of these questions is yes, this will not necessarily exclude you from employment as each case is considered on its own merit. Please refer to the note below about the Rehabilitation of Offenders Act.

| | |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Have you ever been convicted of any criminal offence? (yes / no) | Are there any outstanding summonses or charges against you? (yes / no) |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------|

If yes, please attach details in a sealed envelope marked confidential, for the attention of Personnel, giving the nature of the offence, date and sentence imposed.

The Rehabilitation of Offenders Act 1974 provides that if an offender remains free for a specified rehabilitation period he/she becomes, at the end of that time, a rehabilitated person and the conviction becomes spent. The length of the rehabilitation period depends on the sentence imposed for the original offence.

9. Health

Do you consider yourself to have a disability? If so please indicate any facilities which you may require in order be interviewed. Dependent on circumstances, a medical examination may be required at a later date.

10. Additional Information

A. How did you first hear of the British Antarctic Survey?

B. Where did you first see this position advertised?

C. Have you applied for a position with the British Antarctic Survey before? If so, for which job did you apply? *(Please give date and outcome).*

11. Further Details

Please use this space for any additional information to support your application. Please indicate here when you would be able to start the job, if appointed.

DECLARATION

I hereby certify that the information contained in the form is to the best of my knowledge correct.

I am not aware of any circumstances which, if disclosed, except as provided under the Rehabilitation of Offenders Act 1974, might cause my fitness for employment to be questioned. I understand that any wilful misstatement renders me liable to disqualification or to instant dismissal if engaged.

I understand that I may have to undergo a medical examination before I can be selected and I express my willingness to be so examined and to furnish the Consulting Physician with full details of my medical history.

Signature of applicant _____

Date _____

Data Protection Statement

The personal data you give on this form will be held on a computerised system and will be used by BAS for the purpose of administering and monitoring, reviewing and evaluation all aspects of the recruitment and selection process. If your application is unsuccessful, your data will be removed from the system one year from the completion of the selection exercise. Your personal data will not be passed to a third party without your consent.