

STRICTLY CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

Please complete in black



Academic and Related Staff Appointments

This form and the Equal Opportunities Monitoring Form must be completed and returned as part of your application for the advertised appointment. **If you are submitting this form by post it should be accompanied by 3 copies of a curriculum vitae, and 3 copies of a statement of your interest in, and your suitability for, the post.**

SECTION 1

Post Applied for

Department/School

Advertisement Ref No

Title

Last Name

First Name(s)

Home Address

Country:		Post code:	
Telephone - day:		Mobile:	
Telephone - evening:		Fax:	
Email address:		Skype:	

Length of notice period:		First date available for employment:	
Current salary:		NI Number:	

SECTION 2

Please indicate below details of your degrees or other relevant qualifications

Awarding Institution	Details of Qualifications	Grade or Class	Date Awarded

SECTION 3

Current employment – please provide details and dates of your current employment

Employer	Position	Date From	Date To

Please ensure that your accompanying CV contains the following information

- Details and dates of your current employer/employment
- Details and dates of any previous occupation/employment
- Lists of publications etc, where relevant to the advertised post
- Any other relevant information about your experience and interests to which you wish to draw attention
- A supplementary statement about your interest in, and suitability for, the post

SECTION 4

Have you ever been held to have committed misconduct in research, or are you under formal investigation for misconduct in research? Yes No

If you have answered 'yes' please provide details in a sealed envelope marked 'For the attention of the HR Manager' and attach it to your application. If you are returning this form electronically please send details as a separate e-mail attachment entitled 'Misconduct in Research - FAO the HR Manager'.



Positive About Disabled People – The University holds the “Two Tick” symbol and guarantees to interview all disabled applicants who meet the essential minimum person specification criteria required for the post. For the definition of disability and to disclose, please see the equal opportunities monitoring form.

Please provide the names and addresses of three people who have consented to act as referees on your behalf, one of whom, if possible, should be your present or last employer. In naming referees, you are particularly requested to give only the names of those who can be approached immediately. It is our policy normally to take up references prior to interview. (Please see Guidance notes)

1. Current or most recent employer

Full name and title:

Address:

Post Code:

Email address:

Telephone (inc. area code):

Fax number:

Relationship – should be manager:

2. Second Referee

Full name and title:

Address:

Post Code:

Email address:

Telephone (inc. area code):

Fax number:

Relationship – Line Manager/Colleague:

3. Third Referee

Full name and title:

Address:

Post Code:

Email address:

Telephone (inc. area code):

Fax number:

Relationship – Line Manager/Colleague:

I confirm that all personal details provided in this application form, the equal opportunities form and any accompanying documentation are correct, and understand that any false statement could result in the appointment being declared invalid.

If you are submitting this form electronically, please enter your name or your electronic signature below. In doing so, you confirm that the above statement is correct, as if the document had been signed and dated by hand.

Signed

Date

Data Protection Act 1998

If you submit an application for employment, the University will record and use the information which you provide for the purpose of dealing with your application and if the application is successful, for establishing your personnel record and for compiling Higher Education statistics. The information will not be kept any longer than is necessary for these purposes. Personal data provided on the Equal Opportunities Monitoring Form will be recorded and used for the purpose of monitoring the University Equal Opportunities Policy and for statistical purposes. By submitting an application for employment, you are consenting to the recording and use of the information which you supply.

Please send the completed form and the accompanying documents to:

Human Resources Division
University of East Anglia
Norwich Research Park
Norwich NR4 7TJ
email hr@uea.ac.uk