



APPLICATION FOR EMPLOYMENT

POST DETAILS

Post Title

Post Reference

College/Service

Where did you see this post advertised?

PERSONAL DETAILS

Surname
CAPITALS

Other Names:

Preferred title:

Address:

Postcode:

Telephone – Home

Telephone – Daytime:

Email address:

Nationality:

In its effort to become a "Two Ticks" employer the University of Exeter welcomes applications from people with disabilities and aims to be supportive in their employment.

Do you consider yourself disabled?

Yes / No

RIGHT TO WORK IN THE UK

Do you have the right to work in the UK?

Yes / No

Please provide us with any other information relating to your eligibility to work in the UK

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Please state if you have any connections with existing University officers or members of staff:

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Have you been notified in writing by the University that you are "at risk" under the University's Redeployment Procedure?

Yes / No

If yes, you must also advise the Personnel Manager for your College/Service that you have applied for this position.

| EDUCATION | | | |
|---|------|----|--|
| School/College/University attended (please state if full or part-time) | From | To | Qualifications awarded (please state subject and grade or class and division) |
| | | | |

CURRENT OR MOST RECENT EMPLOYER

Name & address of employer:

If you are a temporary worker with the University's Temporary Staff Bank and currently on an assignment you must clearly state this.

CURRENT POST

Post Title:

Period of appointment – From: _____ Period of appointment – To: _____

Salary:

Length of notice you are required to give:

Brief description of duties and responsibilities:

PREVIOUS EMPLOYMENT

| Name of Employer (please start with the most recent) | Post Held | Period of Employment | |
|---|-----------|----------------------|----|
| | | From | To |
| | | | |

MEMBERSHIP OF PROFESSIONAL BODIES

ADDITIONAL REQUIREMENTS

Please give details of any adjustments (e.g. special equipment) that you will require to undertake this role. Please also note any special arrangements that will be necessary (e.g. for access and egress) should you be asked to attend for interview.

ADDITIONAL INFORMATION

Please detail below (continuing on additional sheets if necessary) how your qualifications, skills, knowledge and experience match the University's requirements for this appointment.

REFEREES

Please give the names and addresses of three referees who are able to comment on your suitability for this appointment. Ideally at least one should be your current or most recent employer. **The University will contact referees by email for shortlisted candidates prior to interview, and without further advice to applicants unless otherwise stated below:**

(1) Name: Position held/capacity known:
Address: Email address:
Telephone:
Postcode:
May we contact the referee prior to interview? Yes / No

(2) Name: Position held/capacity known:
Address: Email address:
Telephone:
Postcode:
May we contact the referee prior to interview? Yes / No

(3) Name: Position held/capacity known:
Address: Email address:
Telephone:
Postcode:
May we contact the referee prior to interview? Yes / No

DECLARATION

Knowingly providing false or misleading information may disqualify you and if you have been appointed may result in dismissal.

I declare that the information given in this application is to the best of my knowledge complete and correct.

Signed:

Date:

DATA PROTECTION ACT 1998

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), members of the University, personnel, superannuation and payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.
