



## Academic Application for Employment

<b>1. PERSONAL INFORMATION</b>	
<b>Post Applied For:</b>	<b>Post Reference No:</b>
<b>Surname:</b> (block letters)	<b>Home Phone Number:</b>
<b>Forename(s):</b>	<b>Work Phone Number:</b>
<b>Preferred title:</b> (Prof/Dr/Miss/Mr/Mrs/Ms)	<b>Mobile Number:</b>
<b>Address:</b>	<b>e-mail:</b>
<b>Postcode:</b>	

<b>2. PRESENT APPOINTMENT</b>	
<b>a Present post and grade</b>	
<b>b Current salary &amp; additions to salary</b>	
<b>c Main responsibilities</b>	
<b>d Date of appointment to present post</b>	
<b>e Notice period</b>	
<b>f Institution and address</b>	

<b>3. PREVIOUS SUBSTANTIVE APPOINTMENTS</b>	
<b>Dates</b>	<b>Appointment</b>

**4. GRADUATE AND POSTGRADUATE QUALIFICATIONS**

Date	Title of award	Subject	Class	Awarding body

**5. MEMBERSHIP OF PROFESSIONAL BODIES**

Date	Body

**6. LEARNING AND TEACHING**

**a Teaching responsibilities last academic year**

Year /sheet of

Programme			
Unit			
Level of study: Student numbers:			
<b>Contact hours</b> Overall: My contribution:			
Teaching and assessment responsibilities:			
Leadership responsibilities:			
Evidence of your contribution to enhancing the student experience in your programme/units e.g. teaching			
Additional comments (including actions to enhance learning)			

**b Summary of Teaching Responsibilities in the two Academic years prior to a) above**

**Year One**

Programme/Unit	Leadership responsibilities	Number of students	My contact hours

Comments  
(including evidence of your contributions to the enhancement of the student experience)

**Year Two**

Programme/Unit	Leadership responsibilities	Number of students	My contact hours

Comments  
(including evidence of your contributions to the enhancement of the student experience)

**c Summary of significant personal achievements in teaching**

7. POSTGRADUATE RESEARCH STUDENT SUPERVISION			
<b>a Number of students</b>			
Degree	Current	Completed	Total to Date
<b>b Details of research degree students supervised to completion</b>			
Student	Degree and Title of Thesis	Start Date	Completion Date

8. RESEARCH AND SCHOLARSHIP
<b>a Summary of current research and scholarship</b>
<b>b Summary of research and scholarship in the previous three years</b>

**c Summary of significant personal achievements in research and scholarship**

**d Research grants and contracts awarded**

Dates	Award holder(s) and PI	Funding body	Title	Value (total and to the Institution)

**e Research grant and contract bids submitted in the past three years**

Dates	Award holder(s) and PI	Funding body	Title	Value (total and to the Institution)

## 9. PUBLICATIONS

List all of your publications in chronological order within each category following the British Standard for bibliographic references. With multiple authorship, if one is the main author, that author's name appears in *Italics*.

In addition, in the left-hand margin please star (\*) what you consider were especially significant publications and enter a 'T' against those related specifically to publications about teaching.

## 10. CONTRIBUTIONS TO ENTERPRISE ACTIVITIES

Details for the current academic year and a summary of any other significant contributions in previous years.

Dates	Nature of contribution and income earned

## 11. INDICATIONS OF PEER ESTEEM

Details for the current academic year and a summary of any other significant contributions in previous years.

Dates	Nature of recognition

<b>12. CONTRIBUTIONS TO THE INSTITUTION</b>	
<b>Details for the current academic year and a summary of any other significant contributions in previous years.</b>	
<b>a School</b>	
Dates	Nature of contribution
<b>b Institution</b>	
Dates	Nature of contribution

<b>13. STAFF DEVELOPMENT AND TRAINING</b>		
<b>a Staff development and training activities undertaken over the last three years (including current year) plus any significant activities in previous years</b>		
Dates	Activity	Hours
<b>b Staff development and training activities co-ordinated, tutored, led or initiated over the last three years (including current year) plus any significant activities in previous years</b>		
Dates	Activity	Hours

**c Major conferences attended over the last three years (including current year) plus any significant participation in previous years**

Dates	Title and nature of involvement

**d Study leave and special leave taken over the last three years (including current year)**

Dates	Purpose

**e Activities and achievements in the most recent period of study leave**

Dates	Description of activities and achievements

**14. ACADEMIC AND PROFESSIONAL ACTIVITIES OUTSIDE THE UNIVERSITY**

Details for the last three years (including current year) together with a summary of significant activities in previous years

**15. COMMUNITY ACTIVITIES**

Details for the last three years (including current year) together with a summary of significant activities in previous years



**16. IN SUPPORT OF YOUR APPLICATION**

**A person specification is available online (or was included in the information sent to you by post / email) which details the knowledge, skills and attributes required for the position. In support of your application please give details along with examples, which demonstrate your knowledge, skills and attributes relevant to the person specification and explain how and where these were gained whether at or outside of work. Continue on / attach / or insert a separate sheet/document if necessary.**

**17. OTHER RELEVANT INFORMATION**

**18. PREVENTION OF ILLEGAL WORKING**

**Do you require permission from the UK Border Agency to take up employment with Bournemouth University if appointed to this post?** **Yes / No**  
**Do you currently have permission to work in the UK?** **Yes/ No**  
**If yes, what type of permission do you currently have?**

For further information on the Immigration Asylum and Nationality Act 2006 and UK Border Agency Immigration rules – [see the UK Border Agency website](#)

**19. REFERENCES**

Please provide the names and contact details of three work related referees who are of high academic or professional standing. You must include your current/most recent line manager and for Professorial applications at least one referee must be a Professor.

<b>Current/most recent line manager:</b>	
Name .....	Name .....
Position .....	Position .....
Organisation .....	Organisation .....
Address .....	Address .....
.....	.....
.....	.....
Telephone.....	Telephone .....
Email.....	Email .....
Capacity in which known.....	Capacity in which known .....
<b>May we contact prior to interview?</b> <b>YES/NO</b>	<b>This referee could be contacted prior to interview.</b>

Name .....	
Position .....	
Organisation .....	
Address .....	
.....	
.....	
Telephone.....	
Email.....	
Capacity in which known.....	
<b>This referee could be contacted prior to interview.</b>	

Signed \_\_\_\_\_ Date \_\_\_\_\_

## 20. DECLARATION

I declare that all the information on this application form and any other documents relating to this appointment is, to the best of my knowledge and belief, true and correct. I understand that any false statement may give cause for dismissal should I be employed. I consent to Bournemouth University processing the information given on this form, including 'sensitive' information, as may be necessary during the recruitment and selection process. I understand that if my application is unsuccessful this application may be held on file for a maximum of 9 months and where appropriate, my details may be passed onto other line managers. I understand that if I have sent this application form via e-mail it will automatically be deemed that I have signed the declaration below. Should you not want us to hold and pass on your details within the University please tick the box.

***Please note that if shortlisted for a Professorial position, in the week prior to interview, the Application Form for each candidate will be made available in the School Office for consultation by academic staff from within the School.***

Signature.....Date.....

Please return your completed form by post to:

Human Resources  
Bournemouth University  
Melbury House  
1-3 Oxford Road  
Bournemouth  
Dorset BH8 8ES  
United Kingdom

Please return your completed form by email to:

[hrvacancies@bournemouth.ac.uk](mailto:hrvacancies@bournemouth.ac.uk)

Human Resources Enquiries: +44 (0) 1202 961133  
Human Resources Fax Number: +44 (0) 1202 961143

## **Dignity, Diversity and Equality Policy (Employment) Statement:**

Bournemouth University is committed to both the avoidance of unlawful discrimination and the positive promotion of diversity and equality. In pursuit of this it is essential that no person shall experience more or less favourable treatment on the grounds of disability, gender, gender expression and identity, sexual orientation, marital or parental status, age, race, colour, ethnic origin, nationality (subject to UKBA permission), trade union membership and activity, political or religious beliefs, socio-economic background and any other distinction.

In order to ensure the effective implementation of this policy, the University will monitor its employment related policies, practices and procedures on a continuing basis. Where appropriate, action will be taken to address any matters arising from monitoring.

As an approved user of the disability symbol we are committed to employing disabled people and will interview all applicants with a disability recognised within the definition of the Equality Act 2010, who meet the minimum criteria for a job vacancy and consider them on their abilities. The Act defines disability as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities. Long term is taken to mean lasting for a period greater than twelve months or where the total period is likely to last at least twelve months. If you are in any doubt about whether you meet this definition please contact Human Resources.

Please complete all relevant questions on the form below. This information is confidential and will be stored electronically and manually in Human Resources for monitoring purposes only. This form will not be passed on to those making a selection decision.

If you have any queries regarding these form please contact Human Resources on (01202) 961133.

Thank you for your help.



# Equality Monitoring Form

1 Surname..... 2 Forename(s).....  
3 Post applied for ..... 4 Ref No.....  
5 How did you first hear about this vacancy (Please state specific publication or source) .....  
6 Gender **MALE / FEMALE** 7 Date of Birth.....  
8 Nationality.....

## 9 Ethnicity

<b>White</b>		<b>Black or Black British</b>	
British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>
Other White background	<input type="checkbox"/>	Other Black background	<input type="checkbox"/>

Please give details .....

Please give details.....

### Mixed

White and Black Caribbean	<input type="checkbox"/>	<b>Asian or Asian British</b>	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	Indian	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Other Mixed background	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
		Other Asian background	<input type="checkbox"/>

Please give details .....

Please give details.....

### Chinese or Other Ethnic background

Chinese	<input type="checkbox"/>
Any other Ethnic background	<input type="checkbox"/>

## 10 Disability

The Equality Act 2010 protects employees, job applicants, contract workers and students who fall within the new definition of disability. The Act defines disability as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities. Long term is taken to mean lasting for a period greater than twelve months or where the total period is likely to last at least twelve months. This definition includes people with heart disease, diabetes, epilepsy, severe disfigurement, depression, schizophrenia, down's syndrome, dyslexia, for example.

Do you consider yourself to be disabled within the definition of the Equality Act 2010?

Yes  No

If you wish please give further details here

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.....  
You are not obliged to declare a disability and the University recognises that many people who may be considered disabled under the terms of the DDA do not require any assistance or support. However for those who may, equipment, computer software, flexible working, other support or reasonable adjustment may be available, so an individual's impairment would have little or no bearing on their capability to realise their employment potential. If you wish please give further details here of any equipment or support you may need because of your disability to carry out the duties described in job description or during the interview selection process. This may include any special consideration for access.

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.....  
I hereby give my consent to Bournemouth University to record and process my personal information and sensitive personal data in line with the terms of the Data Protection Act and all other legislative provisions. My consent is conditional upon Bournemouth University complying with their legal duties and obligations relating to the recording and use of this information. I understand that if I have sent this application form via e-mail it will automatically be deemed that I have provided my consent.

Signed ..... Date .....