

# APPLICATION FOR EMPLOYMENT



PLEASE COMPLETE THIS FORM IN BLACK INK OR TYPESCRIPT AND RETURN IT TO THE ADDRESS ON THE BACK PAGE OF THIS FORM (PLEASE ENSURE ALL SECTIONS ARE COMPLETED)

You may, if you wish, send a covering letter or other documents in support of your application. If you apply by curriculum vitae please ensure that it covers all the information requested in this form

|  |  |
|--|--|
| Application for the post of  | Ref no.  |
| Are you, or would you be, interested in this position in a job share or part-time basis? <i>Please tick relevant box</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |

## Personal Details

|  |   |
|--|---|
| Surname / Family Name  | Forename(s)   |
| Home Address   | Address for correspondence (if different from home)<br><i>Please provide dates if this is a temporary address</i> |
| Postcode   | Postcode  |
| Home telephone number (inc. area code)                               |   |
| Work telephone no. <i>if it may be used</i> (inc. area code)         |   |
| Mobile Tel No.   | Email address   |
| National Insurance Number  |   |
| Do you hold a valid driving licence? <i>Please tick relevant box</i> | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| If yes, is it full or provisional? <i>Please tick relevant box</i>   | Provisional <input type="checkbox"/> Full <input type="checkbox"/>  |
| Nationality  |   |
| Do you require a work permit? <i>Please tick relevant box</i>        | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| If yes, do you hold one? <i>Please tick relevant box</i>             | Yes <input type="checkbox"/> No <input type="checkbox"/>  |
| If yes, are you a student? <i>Please tick relevant box</i>           | Yes <input type="checkbox"/> No <input type="checkbox"/>  |

**Current Employment**

| Name and address of current employer and nature of business | Position held, Grade, Full or Part-Time<br><i>(if part-time, state weekly working hours)</i> | From<br>DD/MM/YY | To<br>DD/MM/YY | Salary including all allowances |
|---|--|------------------|----------------|---------------------------------|
|   |  |                  |                |                                 |
| Period of notice  |  | weeks / months   |                |                                 |

**Previous Employment** *(continue on a separate sheet if necessary)*

| Names of previous employers and nature of business<br><i>(most recent first)</i> | Position held, Grade, Full or Part-Time<br><i>(if part-time, state weekly working hours)</i> | From<br>DD/MM/YY | To<br>DD/MM/YY | Reason for leaving |
|--|--|------------------|----------------|--------------------|
|  |  |                  |                |                    |

**References**

Please provide details below of two referees, one of whom should be your current or most recent employer and have direct knowledge of your work. Friends, relatives, immediate past/present colleagues are not appropriate referees. If you are applying for an academic position, your referee should be the most senior postholder in your current or recent employment. If you are shortlisted references will be taken up prior to interview unless otherwise instructed.

| 1 | Name/Title  | 2 | Name/Title  |
|---|---|---|---|
|   | Job Title   |   | Job Title   |
|   | Address   |   | Address   |
|   | Tel no. (inc area code)   |   | Tel no. (inc area code)   |
|   | Email address   |   | Email address   |
|   | Fax no  |   | Fax no  |
|   | May we contact this referee prior to interview?    Yes <input type="checkbox"/> No <input type="checkbox"/> |   | May we contact this referee prior to interview?    Yes <input type="checkbox"/> No <input type="checkbox"/> |

**Education and Qualifications** *(continue on a separate sheet if necessary)*

General Education, i.e., GCSE/A/AS/NVQ Level (or equivalent)

| Name of school/college | Dates |    | Subject | Grade/Level | Date |
|------------------------|-------|----|---------|-------------|------|
|                        | From  | To |         |             |      |
|                        |       |    |         |             |      |

**Further and Higher Education**

| Name of College/University | Dates |    | Subject | Grade/Level | Date |
|----------------------------|-------|----|---------|-------------|------|
|                            | From  | To |         |             |      |
|                            |       |    |         |             |      |

**Qualifications currently being studied for**

| Name of College/University/<br>Professional Body | Dates |    | Subject | Grade/Level | Date exams to be taken |
|--|-------|----|---------|-------------|------------------------|
|  | From  | To |         |             |                        |
|  |       |    |         |             |                        |

**Training courses**

Please list any training or course(s) which you have undertaken relevant to the position applied for and/or specified in the Person Specification

| Dates and Duration | Organising Body/<br>Establishment Attended | Course title and type of training |
|--------------------|--|-----------------------------------|
|                    |  |                                   |

**Membership of Professional Bodies e.g., Higher Education Academy**

| Professional Body | Date Elected | Membership Grade | Date Elected |
|-------------------|--------------|------------------|--------------|
|                   |              |                  |              |

**Information in support of your application**

Please summarise the duties and responsibilities of your present position and emphasise relevant experience in respect of the essential and desirable requirements of the position you have applied for (please refer to the Person Specification). Continue, if you wish, by highlighting personal attributes, aptitudes, experience, achievements or research not mentioned elsewhere. You may also wish to include details of other paid/unpaid work, voluntary work and work at home, committee and club experience/activities and any relevant interests, etc. (You may continue on the back page of this form or on a separate sheet if necessary)

[Empty box for providing information in support of your application]

**Information in support of your application** *continuation*

**Research and Publications**

Please give brief details of research, publications and consultancies. (continue on a separate sheet if necessary)

## Additional Information

Are you related to a member of the University Council or an employee of the University? Please tick relevant box

Yes  No

If yes, please provide details

Have you been convicted of a criminal offence or received a caution?

Yes  No

Please tick relevant box

*You may ignore spent convictions or cautions under the Rehabilitation of Offenders Act 1974 and Motoring Offences. (However, you may not ignore motoring offences, if holding a clean licence is essential or desirable to perform the job)*

Are there currently outstanding charges against you? Please tick relevant box

Yes  No

If yes, please write to the Head of Human Resources, stating position applied for, reference number and details regarding your conviction, caution or any outstanding charges against you. Please mark your envelope 'confidential'.

Certain posts are exempt from the Rehabilitation of Offenders Act 1974, and therefore you may be required to reveal any criminal convictions you might have including any which would otherwise be regarded as spent under the Act. If the post you are applying for is one of those regarded as exempt, you will be required to complete the ROA form which will be attached to this application form. You may also be subject to a criminal background check.

I understand that canvassing a member of the University Council or an employee of the University, either directly or indirectly, in an attempt to gain preferential treatment, or providing false information with regard to the application will disqualify my application.

I also understand that any offer of employment will be subject to satisfactory medical clearance, and, where there is substantial access to children, a satisfactory criminal background check.

In accordance with the Data Protection Act 1998, I understand that the information provided in this form will be used in the recruitment and selection process and will form the basis of the personnel record for the successful candidate. It will also be held on a database and used for Equal Opportunities monitoring purposes.

## Declaration

I declare that the information given on this application is to the best of my knowledge true and accurate. I understand that any misrepresentation or omission may result in my application not proceeding any further or if appointed render me liable to dismissal.

For Online Applications, please tick the box to confirm the above statement is true

Signature:

Date (*date of application*)

Print full name:

*Please return this application form and the Equal Opportunities Monitoring form, and any supporting documentation by the closing date to:*

Email: [jobs@glos.ac.uk](mailto:jobs@glos.ac.uk)

*Human Resources Department  
University of Gloucestershire, Waterworth Building,  
Park Campus, The Park, Cheltenham, GL50 2RH*