



Royal College of Art

Postgraduate Art and Design

APPLICATION FOR APPOINTMENT

Before filling in your form you should read the job description and person specification carefully. This is to make sure that you know what the job involves and the skills and experience needed. **You should use the Additional Information section of the application form to demonstrate that you have the skills, knowledge and experience required in the person specification.** You should use specific evidence to support your statements. The information contained in your completed form will be used as the basis for shortlisting candidates for interview.

- This application must be returned to the Personnel Department before the closing date.
- Applications should be completed clearly and legibly in black, or typewritten.
- If you require additional space in any section, please continue on a separate sheet and attach it to your application.
- If using this form electronically, type in the boxes below and the text will automatically wrap inside the boxes and expand as you add more lines. Use the tab key to move to the next box and on to the following sections.

POSITION APPLIED FOR

PERSONAL DETAILS

Title (please tick)	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Mr <input type="checkbox"/>	Dr <input type="checkbox"/>	Prof <input type="checkbox"/>
Forenames						
Surname						
Home Address						
Postcode						
Home Tel No						
Mobile Tel No						
Email Address						

FOR OFFICE USE ONLY

Interview	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments		

EDUCATION AND TRAINING (Most recent first)				
School/College/ University	Subject	Qualification	Grade	Date Obtained (mm/yy)

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS			
Awarding Institution	Subject	Level	Date Awarded (mm/yy)

PRESENT OR MOST RECENT EMPLOYER	
Name and Address of Employer	
Post Held	
Date of Appointment	
Date Left (if applicable)	
Salary	
Period of Notice	
Reason for Wishing to Leave / Leaving	
Please describe your duties and responsibilities below, including any administrative, staff management and financial aspects if applicable.	

PREVIOUS EMPLOYMENT (most recent first)			
Name and Address of Employer	Post Held and Main Responsibilities	Dates	Reason for Leaving

PLEASE SAY WHY YOU ARE APPLYING FOR THIS POST

ADDITIONAL INFORMATION

Please outline the **skills, knowledge and experience** you have that relates specifically to the Person Specification and Job Description for this post. If you are applying for an academic or research post, please include details of publications, research and practice in the past five years.

REFEREES

Please give the names and addresses of three people, one of whom should be your present employer, willing to provide references. If you are not at present employed, name your most recent employer; if you have never been employed or are self-employed, name another referee. **References may be taken up if you are called for interview. If you do not wish your referee to be contacted at this stage, please indicate this by checking the box.**

Present or most recent employer	
Name	
Status	
Address	
Telephone Number	
Email Address	
Please do not approach without permission	<input type="checkbox"/>

Referee 1	
Name	
Status	
Address	
Telephone Number	
Email Address	
Please do not approach without permission	<input type="checkbox"/>

Referee 2	
Name	
Status	
Address	
Telephone Number	
Email Address	
Please do not approach without permission	<input type="checkbox"/>

How did you learn of this vacancy?		
RCA website <input type="checkbox"/>	Jobs.ac.uk <input type="checkbox"/>	Guardian newspaper <input type="checkbox"/>
Guardian online <input type="checkbox"/>	Other (please state)	


Please state any dates that you would be unavailable for interview (for example, because of pre-booked travel).

As part of its commitment to the 'Two Ticks' Positive About Disability Scheme, the College will offer an interview to job applicants who declare that they have a disability and who meet the essential criteria as detailed in the person specification of the job description.

The Equality Act 2010 defines a person as having a disability if s/he has a physical or mental impairment, and that impairment has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

If you feel that you have a disability as defined by the Equality Act 2010, and wish your application to be considered under the 'Two Ticks' scheme, please tick this box:

Provided that you meet all the essential criteria for the job, you will be invited for interview. Any false declaration of a disability to obtain an interview may result in a subsequent offer of employment being withdrawn.



Please note that in line with the Asylum and Immigration Act 1996, should you be appointed, you will be required to provide a document (or combination of documents) of identification to establish your right to work in the UK. Any employment offer will be conditional on production of the appropriate documents.		
Do you need a work permit to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details		

DECLARATION	
I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.	
I give my permission for this data to be processed in accordance with the Data Protection Act (1998).	
Name	Date