

Job Application Form

Confidential

Post applied for			
Location		Reference No	

Personal Details

Name		Surname	
Title e.g. Dr or Prof			

Home address		Postcode	
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Would you require a certificate of sponsorship under Tier 2? Yes No

Do you have any unspent criminal convictions? Yes No

Are you related to, or in any form of relationship with, any member of the University Board, or to any employee of the University? Yes No

If yes please enter details:	
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Work telephone number (if we may use it)		Home and Mobile telephone numbers	Home	
E-mail (if we may use it)			Mob	

Employment History

Present employer (or last employer, if not currently employed*)

Name and address of employer		Postcode	
Job title		Date of appointment	
Present salary and grade		*Date of leaving	
Reason for leaving		Notice Period	

Please give a brief description of your present duties and responsibilities

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Previous employment (most recent first)

Name and address of employer	From	To	Position held	Reason for leaving

Education and training

Schools, Colleges or Universities, etc	From	To	Subjects taken / qualifications achieved

Additional qualifications

Awarding Body	Qualification	Year awarded

Membership of professional bodies

Professional Body	Membership status	Year awarded

Training and short courses (work and outside work)

Detail non-qualification training you have undertaken that is relevant to the post for which you are applying

Training body or Organisation	Details of Course or other form of development	Date

SELECTION CRITERIA

The information you provide in this section will be used in assessing your application. Please refer to the information provided in the job description. In particular the selection criteria for the post for which you have applied. For each of these criteria, please detail the skills, knowledge, experience and personal qualities gained through work or unpaid work that demonstrate you meet the requirements of the job.

Please complete this section in all cases and even if you have included a CV. Use additional sheets if required.

Criterion A

Criterion B

Criterion C

Criterion D

Criterion E

Criterion F

Criterion G

Criterion H

Criterion I

Criterion J

Criterion K

Criterion L

Criterion M

Criterion N

Criterion O

Other relevant information (please detail any other information relating to your application not included above)

**PUBLICATIONS AND RESEARCH EXPERIENCE
(TO BE COMPLETED FOR ACADEMIC OR RESEARCH POSTS ONLY)**

Detail any research undertaken, or publications, that are relevant to the post for which you are applying

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References

Please give the name and addresses of **two** referees (one of which must be your present, or most recent, employer).

References will only be taken up for successful candidates.

If you have had more than ONE EMPLOYER DURING THE PAST THREE YEARS, it will be necessary for you to provide details of all your employers during that period in order for the University to take up references. Use additional sheets if necessary.

Name			
Position held and relationship			
Organisation			
Address		Postcode	
Telephone (if we may use it)		E-mail (if we may use it)	

Name			
Position held and relationship			
Organisation			
Address		Postcode	
Telephone (if we may use it)		E-mail (if we may use it)	

Name			
Position held and relationship			
Organisation			
Address		Postcode	
Telephone (if we may use it)		E-mail (if we may use it)	

DECLARATION AND DATA PROTECTION ACT

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the information will be destroyed after twelve months. In addition, it will be held on a database and used for equal opportunities monitoring purposes.

I confirm that I do not object to the information collected on this form being transferred onto computer for the purpose of anonymous statistical reporting, in accordance with statutory requirements and for the basis of compiling correspondence and to assist the University in equal opportunities monitoring in respect of job applications.

I agree that the London South Bank University has the right to validate any of the information provided.

I certify that to the best of my knowledge, the information given on this form is correct.

Signature	Date
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Please note, if you are sending this application form via email you will be required to sign the form if you are invited to an interview.