

Application for employment

For office use only
Candidate number

.....

Application for the post of :

Ref:

(see advertisement)

Thank you for your interest in employment at the University of Sussex. Please complete all sections of this application form in black ink to aid photocopying. If there is insufficient space for your information continue on a separate sheet of paper. If you wish to submit a CV, this should be in addition to completing the application form.

If you are a disabled person and require adjustments to be made to the selection process, please contact us on (01273) 877769 to discuss your requirements. Please let us know if you require the documentation in an alternative format or by email.

Declaration

I confirm that the information provided is, to the best of my knowledge, true and complete, and understand that providing false or misleading information, or canvassing University employees, will disqualify me from appointment or, if appointed, could lead to dismissal without notice.

In accordance with the Data Protection Act 1998 the information provided on this form and in the accompanying papers will be used to assess my suitability for the post and, if employed, this information will form the basis of my employee personnel file. I understand that the information provided on this form may be entered onto a computerised database.

Additionally I understand that if I am applying for a post within the Brighton and Sussex Medical School (a joint venture between the Universities of Brighton and Sussex with the involvement of local NHS trusts) it may be necessary for the information I have supplied to be shared with these other organisations. Under the terms of the Data Protection Act 1998 I give my consent, by signing below that the information I have supplied be shared with the University of Brighton and/or local NHS trust as necessary as part of the selection process.

Signed *

Date

(type name if submitting electronically)

* If you are submitting this form electronically then you should note that in the absence of this signature the emailing of this application constitutes your personal certification that the details are correct.

Your details

Surname	Forename (s)	Title
Home address		Post Code
Home telephone	Work telephone	
Mobile telephone	Can we contact you at work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Email	When is the best time to contact you?	

References

Please give details of two referees, **one of whom must be your current employer or, if not currently employed, your most recent employer.** If this is your first job, one of the references should be from your lecturer/head teacher or similar. References will only be taken up for short-listed candidates. Appointments will be offered subject to satisfactory references.

Title and Name	Title and Name
Position	Position
Address	Address
Postcode	Postcode
Working Relationship	Working Relationship
Daytime Telephone	Daytime Telephone
Email	Email
Fax	Fax
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"/>

For office use only

Candidate number

Application for the post of :

Ref:

Current or most recent employment

Name and address of employer		
		Postcode
Position held	From (day/month/year)	To (day/month/year)
Period of notice / date able to start	Salary £ a year	
Please summarise your current duties and responsibilities		

Previous employment

Start with your latest employer and list the work you have done previously in chronological order. Please detail any gaps in employment as fully as possible. If you have never been employed or have been unemployed for some time please give details of other experience or training. Please also provide details of any unpaid or voluntary work.

Dates		Name of employer and nature of business	Position held / duties and responsibilities
From (m/y)	To (m/y)		

Previous employment (continued from previous page)

Dates		Name of employer and nature of business	Position held / duties and responsibilities
From (m/y)	To (m/y)		

For office use only

Candidate number

Education, qualification and training

Secondary education

Qualifications	Subjects	Level / grade

Further and higher education

List both completed further and higher education and that currently being undertaken. If the period of study was longer than normal to obtain the qualification, explain e.g. part-time study.

Dates		Academic qualification	Subject(s)	Level / grade	Institution / provider
From (m/y)	To (m/y)				

Professional qualifications / training courses

List both completed professional qualifications and those currently being undertaken.

Dates		Professional qualification	Subject(s)	Level / grade	Institution / provider
From (m/y)	To (m/y)				

Additional information in support of your application

Please read carefully the Further Particulars for the vacancy and provide any further evidence showing how you meet the selection criteria, given in the Person Specification, for the post. You should provide details of relevant skills, abilities, experience and knowledge that you have which will enable you to carry out the job effectively. These may be gained from your life and work experience (paid or unpaid), education, training or hobbies/interests. Continue on a separate sheet if necessary.

For office use only

Candidate number

Additional information in support of your application (continued)

Large empty rectangular box for providing additional information in support of the application.

Additional information

Where did you see this post advertised?

Please give details of any other post(s) at this university for which you have applied:

- By ticking this box I consent to my details being retained for consideration for future, similar vacancies. **Please note that applicants will not automatically be contacted should a similar vacancy arise and should continue to apply for vacancies advertised if interested.** All information will be held securely and confidentially and will be destroyed after six months.

Returning your application

Thank you for your interest in employment with the University of Sussex.

Completed application forms must be returned by the closing date shown on the job advertisement to the relevant email address shown on the job vacancies website:recruitment@sussex.ac.uk, or by post or fax to:

Human Resources Division
The University of Sussex
Falmer
Brighton
East Sussex
BN1 9RH

Fax: +44 (0) 1273 877401

We will only acknowledge receipt of completed applications where a stamped addressed envelope is sent to us for this purpose.

If you have not been contacted within 3 weeks of the closing date, please assume that your application has been unsuccessful.

If you are a disabled person and require adjustments to be made to the selection process please contact us on 01273 877769 to discuss your requirements. Please let us know if you require the documentation in an alternative format or by email.

For office use only

Candidate number

Application for the post of :

Ref:

Please complete the following information. This information will be kept separately from your job application form. If you are short-listed the information provided may be discussed at interview.

Criminal record

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. Yes No

If **Yes** please give details

We treat this information in accordance with our obligations outlined in the Disclosure & Barring Service Code of Practice and undertake to treat all applicants for positions fairly. A criminal record will not necessarily be a bar to appointment within the University.

The University will seek an Enhanced Disclosure through the Disclosure & Barring Service for the successful applicant in respect of positions which involve *regulated activity relating to children and adults*.

Right to work in the UK

Do you need a visa in order to work in the UK? Yes No

If **Yes** please give details if you already have a visa

Termination of previous employment

Have you ever left a job for any reason other than resignation, termination due to ill health or the end of a fixed term contract? Yes No

If **Yes** please give details

Previous association with the University

Have you ever worked at, studied at or had any other association with the University of Sussex? Yes No

- a) previously employed by the University of Sussex
- b) have studied at the University of Sussex
- c) Other association (please give details)

Furthering disability equality at the University

As part of the University's commitment to supporting disabled people in the recruitment process, we offer an interview to anyone with a disability who meets the minimum essential criteria as set out in the Person Specification for the job.

The Equality Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

Please answer the questions below:

(a)	Using the definition above do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b)	Would you like to be considered under the University's policy to offer an interview to anyone with a disability who meets the essential criteria for the job?	Yes <input type="checkbox"/> No <input type="checkbox"/>

The information you provide at this stage will be treated with the utmost confidence by appropriate staff in Human Resources. If you have indicated 'yes' in (b) above this information will be shared with members of the selection panel in the event that you meet the essential criteria for the job but have not been shortlisted for interview.

If you are successful in being invited for an interview you will be given the opportunity to discuss any specific requirements you might have in relation to your disability.

If you have any queries on the above, please contact Human Resources on 01273 877769 or at human.resources@sussex.ac.uk.

HR use only - Please complete if candidate has asked to be considered under the University's policy to offer an interview to anyone with a disability who meets the essential criteria for the job.

Job Ref:	Met the essential criteria
	YES / NO

Equal opportunities monitoring form

The University of Sussex is committed to equality of opportunity and will consider applications solely on the basis of merit and the ability to do the job. **The data collected here is used for equal opportunities monitoring and will be kept separately from your application form.** It will assist the University to support and encourage under-represented groups and promote diversity. Anonymised data will also be provided to the Higher Education Statistics Agency (HESA) which is the central source for the collection and dissemination of statistics about publicly funded UK higher education.

Any personal data collected here will be held securely and confidentially and only used in accordance with the provisions set out in the Data Protection Act 1998.

Please complete the sections below by circling the categories or ticking the boxes where appropriate.

Date of Birth **Gender** Male Female
Country of Birth Postcode where you live now
Nationality

Disability

Have you a disability that is covered by the Equality Act 2010? Yes No

When answering this question please note that under the Equality Act 2010 you are considered to be disabled if you have a mental or physical impairment which has a substantial and long term adverse effect upon your ability to carry out normal day to day activities.

If **Yes** what is your impairment? Please tick any of the following that apply:

- | | |
|---|--|
| <input type="checkbox"/> Specific learning disability, eg dyslexia, dyspraxia | <input type="checkbox"/> General learning disability eg Downs syndrome |
| <input type="checkbox"/> Cognitive impairment eg autistic spectrum disorder | <input type="checkbox"/> Long-standing illness or health condition eg cancer, HIV, diabetes, chronic heart disease, epilepsy |
| <input type="checkbox"/> Mental health condition eg depression, schizophrenia | <input type="checkbox"/> Physical impairment or mobility issues |
| <input type="checkbox"/> Deaf / serious hearing impairment | <input type="checkbox"/> Blind / serious visual impairment |
| <input type="checkbox"/> Other type of disability not mentioned above | Please specify |

Ethnic Background

Please note that ethnic background is not about nationality, place of birth or citizenship. It is about colour and broad ethnic grouping. People may belong to any of the groups listed below. Please tick any of these that apply.

- | | |
|--|--|
| <input type="checkbox"/> <u>White</u> | <input type="checkbox"/> <u>Black or Black British</u> |
| <input type="checkbox"/> White British | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> White Irish | <input type="checkbox"/> African |
| <input type="checkbox"/> Other White background | <input type="checkbox"/> Other Black background |
| <input type="checkbox"/> <u>Asian or Asian British</u> | <input type="checkbox"/> <u>Mixed</u> |
| <input type="checkbox"/> Indian | <input type="checkbox"/> White and Black Caribbean |
| <input type="checkbox"/> Pakistani | <input type="checkbox"/> White and Black African |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> White and Asian |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Other Mixed background |
| <input type="checkbox"/> Other Asian background | |
| <input type="checkbox"/> <u>Other ethnic group</u> | |
| <input type="checkbox"/> Arab | |
| <input type="checkbox"/> Other ethnic background | |