

As this form will be photocopied, please complete in black ink or typescript



Post Applied For:	Reference Number:
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PERSONAL DETAILS

Title:	Surname:	Initials:
Home or Permanent Address:		
Home Telephone:	Email:	
Work Telephone:		
Academic and/or Professional Qualifications (with dates and awarding body)		
Training Courses – Please provide details, including dates, of relevant training courses attended		

Have you previously been employed by Heriot-Watt University? YES/NO

If yes, please provide dates:

Current/Most Recent Post – please provide details of your current/most recent post with name and address of employer, dates of service, position held and a summary of your main duties and responsibilities. *(Please use additional paper if required.)*

Current Salary:

Current Notice Period:

Previous Employment – please provide details of your previous employment in chronological order – most recent first, with name and address of employers, dates of service, positions held, a summary of your main duties and responsibilities and reasons for leaving. Periods of voluntary work/unemployment should also be included. *(Please use additional paper if required.)*

If you are not currently in employment, please use the section below to tell us what you are presently doing. For example you may be in voluntary employment, unemployed or working in the home.

SUPPORTING STATEMENT

Having read the Applicant Information for the post please provide a statement in support of your application. Please highlight how you fit the selection criteria for the post. *(Please use additional paper if required.)*

ACADEMIC AND RESEARCH APPLICATIONS ONLY

Please give details of your research interests. Particulars of publications and any additional information should be submitted on a separate sheet.

REFERENCES

Please give name, address and telephone number and email of two referees, one of whom must be your current/most recent employer. *We will assume we can contact your referees prior to interview unless you state otherwise.*

1.	2.
Capacity known:	Capacity known:

ADDITIONAL INFORMATION

Are you related to any member of the University? YES/NO

If yes please provide details:

DECLARATION

To the best of my knowledge, there is no reason why I would not be able to carry out fully the tasks described for this post.

I confirm that the information that I have given on this form is correct and complete and that misleading statements may be sufficient grounds for withdrawing any offer of employment.

Signed:

Date:

Completed forms should be returned to: Human Resources, Lord Balerno Building, Heriot-Watt University, Edinburgh EH14 4AS

I consent for the University to process my personal data for recruitment and selection purposes in accordance with the UK Data Protection Act 1998.

For more information about your rights under the Personal Data Protection Act 2010 please read Heriot-Watt University's Data Protection Policy: <http://www.hw.ac.uk/about/policies/data-protection.htm>