

APPLICATION FOR EMPLOYMENT

Post: _____ **Post Reference** _____
Department: _____
Closing Date: _____

1. Personal Details

Surname _____ Initials _____ Title _____
 Present Address _____
 Email Address _____
 Telephone No. Home _____ Business _____ Mobile _____

2. Present Employment (or most recent position held if not currently in employment)

Name & Address of employer	Position Held	Date Started	Date Left (if applicable)	Reason for leaving/ wishing to leave

Present Salary _____ Salary Scale _____ Notice Required _____

3. References

References MUST include one from your manager/supervisor or if you are not currently in employment your most recent manager. The other reference should ideally be from a senior person who knows you in a professional capacity. Neither referee should be a relative.

(1) Name _____ Job Title _____
 Address _____
 Telephone No _____ Relationship to applicant _____
 Email Address _____

May a reference be sought prior to interview? YES / NO

(2) Name _____ Job Title _____
 Address _____
 Telephone No _____ Relationship to applicant _____
 Email Address _____

May a reference be sought prior to interview? YES / NO

FOR ACADEMIC POSTS ONLY

This referee should know you in an academic capacity

(3)Name _____ Job Title _____
Address _____
Telephone No _____ Relationship to applicant _____
Email Address _____

May a reference be sought prior to interview? YES / NO

4. Recruitment Advertising

Where did you see the post advertised – please circle:

Internal University Public Website Newspaper Recruitment Website Job Centre

Please specify which Website or Newspaper _____

5. Declaration

- I declare that the details given on this form and CV are accurate and I understand that the University reserves the right to withdraw any offer of employment or to take disciplinary action, up to and including summary dismissal, if the information given by me is inaccurate or misleading.
- I consent to information contained in this application form and attached CV and any other information subsequently provided by me as part of the selection process being held by the University and used for the purposes of recruitment and, if I am successful, for the purposes of employment.

Signature _____ Date _____

Please return this form to:

The Department of People and OD, University of the West of Scotland, Paisley, PA1 2BE or email to humanresources@uws.ac.uk

Please attach your CV, your Equal Opportunities form and a covering letter if appropriate. If offered an appointment you will be required to produce evidence of your eligibility to work in the UK and originals of qualifications. Any employment offer is conditional upon satisfactory references.