

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR

Job Title:

Department:

Job Ref: **HRMS/**

The University actively promotes equal opportunities, aimed at treating all applicants for employment fairly. Job applicants will be considered purely on the basis of suitability for the job in question. If you have any difficulties in completing the form please contact Human Resource Management Services on 01244 512047.

PERSONAL DETAILS

Title:

Forename(s):

Surname:

Previous Surname*:

** this information may be required to check qualifications and references etc. of the shortlisted/successful applicants*

National Insurance No:

Home Address:

Correspondence Address (if different to home address):

Home Tel:

Mobile:

Email:

DfES Ref No (if applicable):

HESA Ref No (if applicable):

Do you require a Certificate of Sponsorship to take up the appointment? ☐ Yes ☐ No

If you are not a UK or EC national you may not be eligible to work in the UK without sponsorship

EDUCATION & QUALIFICATIONS

Schools, Colleges or Universities
(attended from age 11 onwards)

From

To

Qualifications Obtained

Date

Grade

(Please continue on a separate sheet if necessary)

Additional qualifications	Year Awarded	Awarding Body
<i>(Please continue on a separate sheet if necessary)</i>		

Training and short courses	Training organisation	Year attended
<i>(Please continue on a separate sheet if necessary)</i>		
Membership of Professional bodies	Membership status	Year awarded

CURRENT OR MOST RECENT EMPLOYER		
Position Held:	From:	To:
Employer:		
Address:		
Main duties/responsibilities:		
Notice Required:	Current/most recent salary:	
Reason for leaving your current/most recent employer:		

PREVIOUS EMPLOYMENT				
Employer's Name & Address	From	To	Position held and nature of duties	Reason for leaving
<i>(Please continue on a separate sheet if necessary)</i>				

JOB SPECIFIC DETAILS

In order to complete this section, please refer to the selection criteria detailed in the Person Specification and provide evidence of how you meet the criteria listed under each of the headings below. A further box is provided for you to provide any other relevant information to support your application. If you are applying for an academic appointment you should enclose a list of your publications and a summary of your teaching experience (teaching profile). Please continue on a separate sheet if necessary.

Delivering academic/service excellence:

Managing self and inspiring others:

Working together:

Organisational and stakeholder awareness:

Other relevant information:

GUARANTEED INTERVIEW SCHEME

We guarantee to offer an interview to all applicants with a declared disability (as defined by the Equality Act 2010) who meet the essential criteria as detailed in the Job Description/Person Specification. Please indicate whether or not this applies to you:

☐ Yes ☐ No



CRIMINAL RECORDS AND THE REHABILITATION OF OFFENDERS ACT 1974

It is University policy to consider applicants on the basis of their ability to do the job applied for. Convictions will only be taken into account where they are considered relevant to the job. Therefore answering 'yes' to the following question will not necessarily bar you from employment. Have you ever been convicted of an offence which is not regarded as 'spent' under the Rehabilitation of Offenders Act 1974?

☐ Yes ☐ No

If 'Yes', give details:

*Certain posts require that you disclose any conviction, caution or binding over, including 'spent' convictions under the terms of the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and Rehabilitation of Offenders Act (Exceptions) (Amendments) Order 1986**. If the post for which you are applying requires such a disclosure, this will be indicated on the Further Particulars you have received with this application form.

Please indicate whether or not you object to a Disclosure and Barring Service check being carried out **if you are successful** in your application for this post. ☐ I object ☐ I do not object

REFEREES

It is our policy to take up references on short listed candidates. Please give the names and addresses of two people (other than relatives or friends) with recent and relevant knowledge of you and your work. **One should be your current or most recent employer.** No offer of employment will be made until references have been received.

Present or Most Recent Employer

Name & Title:		Address:	
Position Held:			
Tel:	Fax:	Email:	

May we approach your present employer for a reference before interview? ☐ Yes ☐ No

Other Referee

Name & Title:		Address:	
Position Held:			
Tel:	Fax:	Email:	

ADDITIONAL INFORMATION

Please indicate any additional items included with your application, detailing the number of pages for each.

<input type="checkbox"/> Curriculum Vitae	<input type="checkbox"/> Research/Other Activities	<input type="checkbox"/> Letter of Application	<input type="checkbox"/> Publications List
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ADVERTISING INFORMATION

Please indicate where you first learnt about this vacancy (please specify name of publication/ website/internal advert etc.):

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DECLARATION

By submitting this application for employment, you are declaring that the information you have provided is accurate, and that you are in agreement with the information provided being processed in accordance with the Data Protection Act 1998 for recruitment and monitoring purposes. The information will be treated as confidential and will not be revealed to any unauthorised source.

The information supplied by you may be subject to verification with third parties and you authorise them to disclose your personal information to us.

Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.

I have read and agree to the above statement: ☐ Yes ☐ No

If you are submitting a paper copy of this form, please sign and date the form below.

Signed: _____ Date: _____

Your completed application form should be returned to Human Resource Management Services, University of Chester, Chichester House, Parkgate Road, Chester, CH1 4BJ or by email to hrms.enquiries@chester.ac.uk





EQUALITY AND DIVERSITY MONITORING FORM

We are committed to a policy of valuing Equality and Diversity. In order to monitor the effectiveness of this policy, all applicants for employment are asked to complete this form. The data will be used in an anonymous format to provide statistical information and enable the University to comply with its legal obligations.

The information provided on this form will not be used in the selection process.

Date of Birth: (DD/MM/YY)

Gender:

☐ Male ☐ Female

Is your gender identity consistent with the sex you were assigned at birth?

☐ Yes ☐ No

Ethnic Origin:

White

- ☐ British
- ☐ Irish
- ☐ Welsh
- ☐ Scottish
- ☐ Other White background

Mixed

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Other Mixed background

Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Other Asian background

Black or Black British

- ☐ Caribbean
- ☐ African
- ☐ Other Black background

Chinese or other ethnic group

- ☐ Chinese
- ☐ Any other ethnic group
- ☐ Declined to indicate

Nationality: Please specify:

Religious Beliefs:

- ☐ Christian (including Church of England, Catholic, Protestant & all other Christian denominations)
- ☐ Sikh ☐ Jewish ☐ Hindu ☐ No Religion
- ☐ Buddhist ☐ Muslim ☐ Other ☐ Declined to indicate

Continued overleaf

Sexual Orientation:

☐Heterosexual ☐Gay man ☐Gay woman/Lesbian ☐Bisexual ☐Declined to indicate

Disability:

The Equality Act 2010 seeks to protect the employment rights of people with disabilities. The Act defines a disability as any physical or mental impairment, which has a substantial or long term adverse effect on the ability to carry out normal day to day activities.

Do you regard yourself as disabled, as defined by the Equality Act?

☐Yes ☐No ☐Declined to indicate

If you have answered yes above, please tell us what type of disability this is (you may tick more than one box)

- ☐Specific learning disability (such as dyslexia or dyspraxia)
- ☐General learning disability (such as Down’s syndrome)
- ☐Cognitive impairment (such as autistic spectrum disorder or head injury)
- ☐Long standing illness or health condition (such as cancer, HIV, diabetes, epilepsy)
- ☐Mental health condition (such as depression or schizophrenia)
- ☐Physical impairment or mobility issues (using wheelchair or crutches)
- ☐Deaf or serious hearing impairment
- ☐Blind or serious visual impairment
- ☐Other type of disability

Office use only

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Job

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Reply

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U S I A

Closing date:

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