

# APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE THIS FORM IN BLACK INK OR TYPESCRIPT AND  
RETURN IT TO THE ADDRESS ON THE BACK PAGE OF THIS FORM  
(PLEASE ENSURE ALL SECTIONS ARE COMPLETED).

You may, if you wish, send a covering letter  
or other documentation in support of your  
application. If you apply by curriculum  
vitae please ensure that it covers all the  
information requested in this form.

Application for the Position of:

Reference Number:

Are you, or would you be, interested in this position on a job share or part-time basis? Please tick relevant box Yes  No

## Personal Details

Surname/Family Name:

Forename(s):

Home Address:

Address for Correspondence if different from home  
(please provide dates if this is a temporary address):

Postcode

Postcode

Home Telephone Number (including area code):

Work Telephone Number if it may be used (including area code):

Mobile Telephone Number:

Email:

National Insurance Number:

Do you hold a valid driving licence? Please tick relevant box

Yes

No

If yes, is it full or provisional? Please tick relevant box

Full

Provisional

Nationality:

Do you require a work permit? Please tick relevant box

Yes

No

If yes, do you hold one? Please tick relevant box

Yes

No

If yes, are you a student? Please tick relevant box

Yes

No

## Current Employment

Name and address of current employer and nature of business	Position held, Grade, Full or Part-time (if part-time state weekly working hours)	From DD/MM/YY	To DD/MM/YY	Salary including all allowances

Period of Notice (Weeks/Months)

## Previous Employment (CONTINUE ON A SEPARATE SHEET IF NECESSARY)

Names of previous employers and nature of business (most recent first)	Position held, Grade, Full or Part-time (if part-time state weekly working hours)	From DD/MM/YY	To DD/MM/YY	Reason for leaving

## References

Please provide details below of two referees, one of whom should be your current or most recent employer and have direct knowledge of your work. Friends, relatives, immediate past/present colleagues are not appropriate referees. If you are applying for an academic position, your referee should be the most senior postholder in your current or recent employment. If you are shortlisted references will be taken up prior to interview unless otherwise instructed.

<b>1</b> Name/Title: _____	<b>2</b> Name/Title: _____
Job Title: _____	Job Title: _____
Address: _____	Address: _____
Telephone Number (inc area code): _____	Telephone Number (inc area code): _____
Email: _____	Email: _____
Fax Number: _____	Fax Number: _____
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"/>

# EQUAL OPPORTUNITIES MONITORING INFORMATION

It is our policy to recruit staff on the basis of their ability and their suitability for the position for which they are applying.

As part of our access and widening participation policy, we welcome applications from all parts of the community. It would help us if you would answer these questions, which assist us to monitor the effectiveness of our policy.

We treat the information you give us in confidence, and we will not use it as part of the recruitment process. We will separate this questionnaire from the rest of the application form before we shortlist and decide who to invite for interview.

Sex Please tick relevant box: Male  Female

Title Please tick relevant box: Mr  Mrs  Ms  Miss  Dr  Other  Please state

Name:

Date of Birth:

Position Applied For:

How did you find out about this vacancy? Member of Staff  Job Centre  Internal Advertisement

Please tick relevant box: Local/National Newspaper/Journal  Please state title

Other  Please state eg University Website, Jobs.ac etc

Marital Status Please tick relevant box: Single  Married  Separated  Divorced  Widowed

How would you describe your ethnic origin? Please tick relevant box:

**White:** British  Irish  Other  Please state

**Black or Black British:** Caribbean  African  Other  Please state

**Asian or Asian British:** Indian  Pakistani  Bangladeshi

**Chinese or Other Ethnic Group:** Chinese  Other  Please state

**Mixed:** White and Caribbean  White and Black African  White and Asian

Other  Please state

Do you consider yourself to be disabled? Please tick relevant box: Yes  No

If yes, please give brief details:

Under the Equality Act 2010, a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities

Disabilities may involve difficulties with moving around; holding and manipulating objects; physical co-ordination; incontinence; lifting, carrying or moving everyday objects; speech; hearing or eyesight (except if this is corrected with spectacles or contact lenses). It may also involve mental abilities such as memory, concentration, learning and understanding.

Signed:

Date:

**Information in support of you application (continuation)**

This image shows a large, empty white rectangular area that occupies most of the page. It is positioned below the header and is surrounded by a light blue border. This area is typically used for providing supporting information, but it is currently blank, suggesting that the content has been redacted or is a placeholder.

## Education and Qualifications (continue on a separate sheet if necessary)

### GENERAL EDUCATION ie GCSE/A/AS/GNVQ LEVEL (or equivalent)

Name of School/College	Date From	Date To	Subject	Grade/Level	Date

### FURTHER AND HIGHER EDUCATION ie Degree, HND, NVQ etc

Name of College/University	Date From	Date To	Subject	Grade/Level	Date

### QUALIFICATIONS CURRENTLY BEING STUDIED FOR

Name of College/University/Professional Body	Date From	Date To	Subject	Grade/Level	Date Exam To Be Taken

### TRAINING/COURSES

Please list any training or course(s) which you have undertaken relevant to the position applied for and/or specified in the Person Specification

Date and Duration	Organising Body/Establishment Attended	Course Title and Type of Training

### MEMBERSHIP OF PROFESSIONAL BODIES eg Institute of Teaching and Learning

Professional Body	Date Elected	Membership Grade	Date Elected

## Information in support of you application

Please summarise the duties and responsibilities of your present position and emphasise relevant experience in respect of the essential and desirable requirements of the position you have applied for (please refer to the Person Specification). Continue, if you wish, by highlighting personal attributes, aptitudes, experience, achievements or research not mentioned elsewhere. You may also wish to include details of other paid/unpaid work, voluntary work and work at home, committee and club experience/activities and any relevant interests etc. (You may continue on the back page of this form or on a separate sheet if necessary.)

## RESEARCH AND PUBLICATIONS

Please give brief details of research, publications and consultancies. (Continue on a separate sheet if necessary.)

## Additional information

Are you related to a member of the University Council or an employee of the University? Please tick relevant box      Yes       No

If yes, please provide details:

Have you been convicted of a criminal offence or received a caution? Please tick relevant box      Yes       No

You may ignore spent convictions or cautions under the Rehabilitation of Offenders Act 1974 and Motoring Offences.  
(However, you may not ignore motoring offences, if holding a clean driving licence is essential or desirable to perform the job.)

Are there currently outstanding charges against you? Please tick relevant box      Yes       No

If yes, please write to the Head of Personnel and Staff Development, stating position applied for, reference number and details regarding your conviction, caution or any other outstanding charges against you. Please mark your envelope 'confidential'.

Certain posts are exempt from the Rehabilitation of Offenders Act 1974, and therefore you may be required to reveal any criminal convictions you might have including any which would otherwise be regarded as spent under the Act. If the post you are applying for is one of those regarded as exempt you will be required to complete the ROA form which will be attached to this application form. You may also be subject to a criminal background check.

**I understand that canvassing a member of the University Council or an employee of the University, either directly or indirectly, in an attempt to gain preferential treatment, or providing false information with regard to this application will disqualify my application.**

**I also understand that any offer of employment will be subject to satisfactory medical clearance, and where there is substantial access to children, a satisfactory criminal background check.**

**In accordance with the Data Protection Act 1998, I understand that the information provided in this form will be used in the recruitment and selection process and will form the basis of the personnel record for the successful candidate. It will also be held on a database and used for Equal Opportunities monitoring purposes.**

## Declaration

I declare that the information given on this application form is to the best of my knowledge true and accurate. I understand that any misrepresentation or omission may result in my application not proceeding any further or if appointed render me liable to dismissal.

Signed:

Date:

Please return this application form and any supporting documentation by the closing date, to:

**Personnel and Staff Development Department,  
University of Gloucestershire,  
Pittville Studios, Albert Road, Cheltenham,  
Gloucestershire GL52 3JG**

**Personnel and Staff Development Department**  
University of Gloucestershire  
Pittville Studios Albert Road  
Cheltenham Gloucestershire GL52 3JG  
Tel 01242 715062 Fax 01242 715063  
Email [personnel@glos.ac.uk](mailto:personnel@glos.ac.uk) [www.glos.ac.uk](http://www.glos.ac.uk)