

Confidential Application for the Post of

Ref No

Please complete all sections of the form in full. Where you are asked to select from a list of options, please place a 'x' in the relevant box

1. PERSONAL DETAILS

Title <input type="text"/>	Surname <input type="text"/>	Full Postal Address <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> Email <input type="text"/>
Forename(s) <input type="text"/>	<input type="text"/>	
Home tel No <input type="text"/>	<input type="text"/>	
Day/Mob No <input type="text"/>	<input type="text"/>	
Date of birth <input type="text"/>	<input type="text"/>	
NI Number <input type="text"/>	<input type="text"/>	
Do you hold a full, valid driving licence? <input type="checkbox"/> Y <input type="checkbox"/> N		
Do you have use of a vehicle? <input type="checkbox"/> Y <input type="checkbox"/> N		

2. EDUCATION AND QUALIFICATIONS

Please list academic qualifications gained during post 18 and secondary education – most recent first

If you need to create additional rows for your qualifications, place your cursor in the bottom-right box and press the 'tab' key

Level	Subject	Institution Attended	FT/PT	Year Awarded	Grade/Class	Awarding Body

Please list any qualifications for which you are currently studying, and give the estimated date of completion

If you need to add additional rows, place your cursor in the bottom row and press the 'tab' key

Please list any professional bodies of which you are a member, stating type of membership and whether it is dependent on qualification or examination

If you need to add additional rows, place your cursor in the bottom row and press the 'tab' key

3. EMPLOYMENT EXPERIENCE

Present (or most recent) employment

Employer	<input type="text"/>	Post held	<input type="text"/>
Address	<input type="text"/>	Date Appointed	<input type="text"/>
	<input type="text"/>	Current salary	<input type="text"/>
	<input type="text"/>	Salary range	<input type="text"/>
	<input type="text"/>	Other allowances	<input type="text"/>
	<input type="text"/>	Notice required	<input type="text"/>

Please describe your main duties and responsibilities. If no longer in this employment, please state end date and reason for leaving. Please continue on a separate sheet if necessary **(This box will expand as you type to accommodate your entry)**

Please state your reasons for seeking a job move at this time **(This box will expand as you type to accommodate your entry)**

Previous employment/work experience

Please list your previous employers (including service with HM forces), most recent first and identifying any gaps in employment. For teaching experience please make clear the number of teaching hours per week and the level of subjects taught.

If you need to add additional rows, place your cursor in the bottom-right box and press the 'tab' key

From – to Mm/yy – mm/yy	Employer Name and Location	Job title & Salary	Reason for leaving	Outline of duties and responsibilities

4. SUPPLEMENTARY INFORMATION

The employee specification in your information pack lists the requirements of the post. Please give further details of any specialist knowledge, training or experience or any other additional information you may wish to give to show clearly how you meet these requirements. For academic and research staff, this should include details of publications, and research activities with which you have been involved. Details of any voluntary work or leisure interests may also be applicable to the post for which you are applying. **(This box will expand as you type to accommodate your entry)**

5. HEALTH

Please give the number of days lost through sickness in the past twelve months

Please comment on this if you wish (This box will expand as you type to accommodate your entry)

6. REHABILITATION OF OFFENDERS DECLARATION

If you have any unspent convictions, please give details of the nature of the offence and date of conviction

Date

Offence

7. REFERENCES

Our policy is to request references, professional or personal, which cover the last three years. If you have been in employment, your referees must include your current and/or most recent employer/s. If you have worked for the same employer for the last three years, you need only provide one referee. If you have not been continuously employed in the last three years, or have never been employed, please provide details of referees who can give a character reference (these should not be relatives or partners, but should be people who have known you in some professional capacity) and who have collectively known you for at least three years. References are not normally taken up until a job offer has been formally made. If any of your referees know you by a different name, please state this name clearly in the box provided*.

Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to you	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job title or status	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Telephone No	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>	<input type="text"/>
*This person knows me as	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. INTERVIEW ARRANGEMENTS

Please list any dates when you will NOT be available for interview. Although we will try to take these into account we cannot guarantee to do so

--	--	--	--	--

9. ELIGIBILITY TO WORK IN THE UK

Nationality

Do you require a work permit to work in the UK? Yes No Unsure

If yes, do you currently have a work permit? No Yes Permit No.

10. DIVERSITY MONITORING INFORMATION

The University attempts to provide equality of opportunity throughout its recruitment procedure. In addition we are required to provide statistical information about our employees to the Higher Education Statistics Agency (HESA) on an annual basis. In order to comply with this requirement and to be able to monitor the effectiveness of our diversity policies we ask you to complete the following information. Thank you for your co-operation.

Gender Male Female

I would define my ethnicity as described by the HESA categories as:

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

Do you have a disability or health related condition that you think the university should be aware of?

No Yes Please specify

If yes, are there any specialist requirements or aids that you would like the University to provide for an interview and/or assist you in your employment should you be appointed to the post? **(This box will expand as you type to accommodate your entry)**

11. MEDIA ANALYSIS

How was this vacancy brought to your attention?

- | | | | | |
|--|-------------------------------------|---|---------------------------------------|---|
| <input type="checkbox"/> Internal vacancy list | <input type="checkbox"/> Guardian | <input type="checkbox"/> Express & Star | <input type="checkbox"/> THES | <input type="checkbox"/> B'Ham Evening Mail |
| <input type="checkbox"/> Jobcentre | <input type="checkbox"/> Jobs.ac.uk | <input type="checkbox"/> Other Internet | <input type="checkbox"/> Ethnic press | |
| <input type="checkbox"/> Other..... | <input type="text"/> | Please specify | | |

DECLARATION

I confirm that the information provided on this form is correct and understand that any mis-representation or omission may render me liable to summary dismissal if engaged. I understand that the information will be stored in manual and electronic files and is subject to the provisions of the Data Protection Act. I agree to information on this form being used by the University of Wolverhampton in accordance with the Act, for the purpose of selection and for diversity monitoring.

Date completed