

Confidential Application for the Post of

Ref No

This is a MS Word version of our application form, where you can enter your details directly and either print off and post to us at the above address, or email to per@wlv.ac.uk. The document is based on tables and you may add or delete rows to alter layout if you wish. **THIS IS NOT A WEB FORM SO PLEASE CLICK IN THE SHADED BOXES TO ENTER YOUR TEXT RATHER THAN USE THE TAB KEY TO MOVE BETWEEN TEXT ENTRY AREAS.**

You may also hand-write your application form using this or the PDF version of the form – [click here](#)

In either case 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 Surname

Forename(s)

Home tel No

Day/Mob No

NI Number

Do you hold a current driving licence? ☐ Y ☐ N

Is it a Full/Provisional/FLT/PSV licence? ☐ ☐

Are there any adjustments that may be required to be made should you be invited to interview? If so, please state here: ☐ Y ☐ N

Full Postal Address

Postcode

Email

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	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		Post held	
Address		Date Appointed	
		Current salary	
		Salary range	
		Other allowances	
		Notice required	
Please describe your main duties, responsibilities and achievements. 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

[illegible]

4. SUPPLEMENTARY INFORMATION

The employee specification in your information pack lists the requirements of this post. In this section, please outline how your knowledge, skills and experiences meet these requirements. You should draw on your experiences from current or previous roles or from other relevant situations (such as activities outside work). Please also give further details of any specialist knowledge, training, experience or any other additional information you may wish to give. 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. 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

6. 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

Relationship to you

Job title or status

Address

Telephone No

Email address

*This person knows me as

7. 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

8. 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.

9. 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:

☐

White British

☐

White Irish

☐

Other White background

☐

Black or Black British Caribbean

☐

Black or Black British African

☐

Other Black background

☐

Asian or Asian British – Indian

☐

Asian or Asian British – Pakistani

☐

Asian or Asian British – Bangladeshi

☐

Chinese

☐

Other Asian Background

☐

Mixed White/Black Caribbean

☐

Mixed White/Black African

☐

Mixed White/Asian

☐

Other Mixed background

☐

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)**

10. MEDIA ANALYSIS

How was this vacancy brought to your attention?

☐

Internal vacancy list

☐

Guardian

☐

Express & Star

☐

THES

☐

B'Ham Evening Mail

☐

Jobcentre

☐

Jobs.ac.uk

☐

Other Internet

☐

Ethnic press

☐

Other.....

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