

**CONFIDENTIAL**

## EMPLOYMENT APPLICATION FORM

### ACADEMIC STAFF

- Please note:
- (a) Answer all relevant questions even if submitting a curriculum vitae in support of application
  - (b) Use black ink if possible
  - (c) The post reference number must be entered



APPLICATION FOR APPOINTMENT OF:	Post Reference Number:
Where did you see the vacancy?	

### PERSONAL DETAILS

Title:	Forename(s):	Surname:	
Date of Birth	N.I.NUMBER:	HESA ID NO:	Do you need a work permit to work in the United Kingdom? YES/NO
Address for correspondence: _____ _____ _____ Post Code: _____		Telephone No: Day: _____ Evening: _____ Email: _____ Fax: _____	

### EDUCATION AND TRAINING (Successful candidates will be required to provide proof of qualifications)

School/College/University/Other		Qualification (and awarding body) and levels achieved
FROM	TO	

### MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

	GRADE	YEAR

## EMPLOYMENT DETAILS

Present or most recent employment:

Name and Address of Employer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

Post Title: \_\_\_\_\_

Date commenced: \_\_\_\_\_

Present Basic Salary: \_\_\_\_\_

Period of Notice Required: \_\_\_\_\_

Summary of Duties and Responsibilities:

Reason for wishing to leave:

Previous full-time/part time/fractional teaching experience (most recent first)

DATES FROM TO		EMPLOYER	POST/TITLE/DUTIES	SALARY	REASON FOR LEAVING

Hourly paid teaching experience (include total hours worked in academic year)

**OTHER EMPLOYMENT** (Industrial, Commercial etc)

DATES FROM TO		EMPLOYER	POST/TITLE/DUTIES	SALARY	REASON FOR LEAVING

**CURRENT RESEARCH/PUBLICATIONS** (please indicate source of funding)**ADDITIONAL INFORMATION**

Please indicate the reasons for your candidacy and why you consider that your qualifications and experience are relevant to the post

Continue on separate sheet if necessary

## REFERENCES

Please give the name, address, telephone number and status of two people to whom reference can be made; one of whom should be your current or immediate past employer.

<p>Name and Address of Employer</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Post Code _____</p> <p>Title/Occupation _____</p>	<p>Tel No: _____ <input type="checkbox"/></p> <p>Fax No: _____</p> <p>Email _____</p>
<p>Name and Address of Referee (Employer/Personal)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Post Code _____</p> <p>Title/Occupation _____</p>	<p>Tel No: _____ <input type="checkbox"/></p> <p>Fax No: _____</p> <p>Email _____</p> <p><b>Note:</b></p> <p>If you are shortlisted for interview, your referee(s) will be contacted unless you place a cross in the small box</p>

## Support for applicants with disabilities, impairments or health conditions

We want to ensure that all candidates have equal access to our recruitment and selection procedures. If you have a disability, impairment or long-term health condition that may affect your ability to complete this form, or if you require any adjustments to enable you to attend an interview or participate in the selection process, please contact a member of the Recruitment Team using one of the following numbers 0161 247 6057/ 6403 /6455 as soon as possible. This will enable us make any reasonable adjustments. Any information provided will not inform any part of the recruitment and selection process.

Have you any criminal convictions not regarded as spent under the Rehabilitation of Offenders Act 1974? YES/NO

If yes, please describe the offence:

## DECLARATION

I declare that the information given in this application is, to the best of my knowledge, complete and correct; I also understand that any wilful mis-statement renders me liable to disqualification or dismissal if engaged.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**In the interest of economy only those candidates selected for interview will receive a communication; may I thank you for your interest in employment with the University.**

Please return form to:

Manchester Metropolitan University  
Recruitment Team, Human Resources  
All Saints Building  
Oxford Road  
Manchester M15 6BH

# Equal Opportunity Recruitment Monitoring Form



## Guidelines for completing the form

MMU is committed to equal opportunity in employment both in principle and in practice. No job applicant or employee will receive less favourable treatment, either directly or indirectly, on grounds of race, ethnicity, disability, gender, marital status, sexuality, age, religion or belief.

We monitor our processes, including recruitment and progression, to ensure equal opportunity in our employment practices and to comply with legislative requirements. This helps us identify areas of under-representation in our workforce and to assess areas where positive action is needed. So that we can monitor the effective implementation of our policies, we ask all job applicants to complete our Equal Opportunity Recruitment Monitoring form. When we receive it, our Recruitment Team will separate this from the main application form.

During the recruitment process the information you provide on this form will be used for reporting statistically only, (except where the purpose is clearly explained as in **Section 3 - Disability**), and will not be referred to or made available during the selection process. Should the Recruitment Panel subsequently offer you employment, the information will form part of your confidential personnel record.

We would greatly appreciate your co-operation in completing this form as honestly and fully as you can. We stress that any information you give will be strictly confidential. Whilst, you do not have to answer the equality questions, we would encourage you to provide this information to help us move towards becoming an inclusive employer. Any answers you do provide will not affect your application in anyway.

If you require this document in an alternative format please contact one of our Recruitment Assistants to discuss your requirements:

0161 247 6057/ 6403 /6455

## Private and Confidential

Section 1 – Personal Details	
Forename	Preferred title (e.g. Ms, Miss)
Surname	Previous surname
Section 2 – Gender	
Please tick the box that best describes your gender: Female <input type="checkbox"/> Male <input type="checkbox"/>	



### Section 3 – Disability

MMU holds the Employment Service Two Ticks Disability Symbol. Part of this commitment ensures that any disabled candidate who meets the **essential** criteria for a vacancy will be interviewed. Therefore, it is obligatory for the information to be provided to the Chair of the short-listing panel – it will **ONLY** be shared with the rest of the panel once the selection against the essential criteria has been completed.

**\*Please read the definition before completing this part\***

The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities e.g. walking, communication, reading and writing.

**Do you consider yourself to be disabled?** No ☐ Yes ☐

If yes, then please indicate what type of disability in the boxes below:

Specific learning disability	<input type="checkbox"/>	General learning disability	<input type="checkbox"/>
Cognitive impairment	<input type="checkbox"/>	Long standing illness or health condition	<input type="checkbox"/>
Mental health condition	<input type="checkbox"/>	Physical impairment or mobility issues	<input type="checkbox"/>
Deaf or serious hearing impairment	<input type="checkbox"/>	Blind or serious visual impairment	<input type="checkbox"/>
Other type of disability	<input type="checkbox"/>	Not sure	<input type="checkbox"/>

(Please specify if you wish).....

Prefer not to disclose type of disability ☐

### Section 4 – Nationality

Nationality:

### Section 5 – Ethnicity

Asian or Asian British	Black or Black British	White	Mixed	Other
Bangladeshi <input type="checkbox"/>	African <input type="checkbox"/>	British <input type="checkbox"/>	African <input type="checkbox"/>	Other Ethnic <input type="checkbox"/>
Chinese <input type="checkbox"/>	Caribbean. <input type="checkbox"/>	Irish <input type="checkbox"/>	Caribbean <input type="checkbox"/>	
Indian <input type="checkbox"/>	Other Black <input type="checkbox"/>	Other White <input type="checkbox"/>	Asian <input type="checkbox"/>	
Pakistani <input type="checkbox"/>			Other Mixed <input type="checkbox"/>	
Other Asian <input type="checkbox"/>				

Prefer not to disclose ethnicity ☐ or if you wish, please specify your ethnicity in more detail:

.....  
.....

### Section 6 – Sexual Orientation

Please select your sexual orientation:

Gay Man <input type="checkbox"/>	Gay Woman/Lesbian <input type="checkbox"/>	Heterosexual/Straight <input type="checkbox"/>
Bisexual <input type="checkbox"/>	Other <input type="checkbox"/>	Prefer not to answer <input type="checkbox"/>

### Section 7 – Religion or Belief

Please select your religion or belief:

Buddhist <input type="checkbox"/>	Christian <input type="checkbox"/>	Hindu <input type="checkbox"/>	Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>
Other <input type="checkbox"/>	No religion or belief <input type="checkbox"/>	Prefer not to answer <input type="checkbox"/>			

Thank you for completing this form, please return it to:

Manchester Metropolitan University

Human Resources – Recruitment, All Saints Building, Oxford Road, Manchester, M15 6BH