



Application for Employment

In order to assist you to provide the information as required by the university, we have designed the following pro forma.

Surname and initials	Post title	Post reference no
Faculty/department	Are you an EEA National (includes UK)?	Y/N*
	If not, do you currently hold a valid visa to work in the UK?	Y/N*
Home telephone number	If yes, which visa do you hold?	
Work Telephone number	Job Share applicant?	Y/N*

Current or latest work experience

state approximate number of employees if not an educational institution

Name and address of employer

Position held	From (D/M/Y)	To (D/M/Y)
Notice required	If p/t, hours per week	weeks per year

Please summarise your current duties and responsibilities

Previous work experience

List your experience in order, beginning with the most recent

Dates of employment		Organisation (include number of employees if not an educational institution)	Job title and main role(s)	Full or part time? If part-time, give % full time (eg 0.5)
From (D/M/Y)	To (D/M/Y)			

Education and qualifications

a) Secondary education

Qualification(s)	Subjects	Level/grade

b) Completed further and higher education and professional qualifications, giving highest qualification first. If period of study was longer than normal to obtain the qualification, explain (eg part-time study)

Period of study		Academic qualification(s)	Subject(s)	Level/grade	Institution/Provider
From D/M/Y	To D/M/Y				
From D/M/Y	To D/M/Y	Professional qualification(s)	Subject(s)	Level/Grade	Institution/provider

c) Further/higher education/professional qualification(s) currently being undertaken

Qualification/Level	Subject(s) and method of study (eg full-time, part time, distance learning)	Exam/end date	Institution/provider

Membership of professional bodies

Professional body	Period of membership	Grade obtained

Research, consultancy and publications

Candidates for lecturing and research posts (and others, where appropriate) should give details of their research, consultancy and publications.

Further information in support of your application

(continue on separate sheet if necessary)

Please provide any further evidence of the extent to which you meet each of the selection criteria specified for the job. Of particular interest would be: how you have kept your knowledge and skills up to date; examples of your achievements; any professional activity; and training (subject and level). Applications for teaching posts should include details of the amount of previous course units/modules taught. Further guidance can be found on our website.

Availability

Interviews are normally held within four weeks of the closing date. It is not normally possible to alter dates to suit individuals. If you will not be available during that period due to unavoidable circumstances, please give the dates.

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Please complete the following form requesting personal details. It is essential for processing your application.

Forms can be posted via terrestrial mail to: Human Resources, University of Brighton, Mithras House, Lewes Road, Brighton, East Sussex BN2 4AT, faxed to 01273 642848 or e-mailed to humanresources@brighton.ac.uk (a typed signature in the declaration box is acceptable for this).



Confidential Equal Opportunities Monitoring Form

We are committed to our Equality and Diversity Policy, to ensure that all applicants are treated on the basis of their merits and abilities and that unfair and unlawful discrimination is eliminated. We positively welcome applications from all sections of the community. The data collected here is kept separately from your application form. We cannot employ anyone who does not have permission to live and work in the UK. You should make yourself aware of how immigration laws apply to your situation before applying for a job with the university.

Post title	Ref no. (see advertisement)
Faculty/School/Department	Location

Personal information

Surname	Given names	Title
Address		
Post code:		
Email	Home Telephone Number	
Work Telephone No. (only state if we can call you at work)	Mobile Telephone Number	
National Insurance Number	Current salary	

References Please provide details of two relevant referees, one of whom must be your current or most recent employer

Ms/Mrs/Miss/Mr/Dr/Prof Name	Ms/Mrs/Miss/Mr/Dr/Prof Name
Position	Position
Working relationship and date(s)	Working relationship and date(s)
Address	Address
Tel no (day)	Tel no (day)
Email	Email
May we contact this referee prior to interview? Yes / No	May we contact this referee prior to interview? Yes / No

Where did you see this post advertised?

Date of Birth: / /	Sex: Male M Female F Prefer not to say P	Nationality:
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Ethnic Origin: Please tick/hi-light one of the choices below	
White <input type="checkbox"/> British English <input type="checkbox"/> British Irish <input type="checkbox"/> British Scottish <input type="checkbox"/> British Welsh	<input type="checkbox"/> British Other (please specify): <input type="checkbox"/> Irish <input type="checkbox"/> Other White background (please specify):
Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other Black background (please specify):	Asian or British Asian <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian background (please specify):
Mixed <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other mixed background (please specify):	Chinese or Chinese British <input type="checkbox"/> Chinese <input type="checkbox"/> Other Chinese background (please specify):
<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Other ethnic background (please specify):

Disability is defined in the Equality Act 2010 as a physical or mental impairment that has a substantial long-term effect on ability to carry out normal day-to-day activities. Certain conditions are automatically covered including cancer, MS and HIV.

Do you consider yourself to have a disability or long term health-related issue? Yes ☐ No ☐ Prefer ☐ not to say

If so, please tick/hi-light the choices below as appropriate:

No known disability <input type="checkbox"/>	Physical impairment or mobility issues <input type="checkbox"/>
Specific learning disability e.g. dyslexia <input type="checkbox"/>	Mental health condition e.g. depression <input type="checkbox"/>
General learning disability e.g. Down's Syndrome <input type="checkbox"/>	Long standing illness or health condition e.g. HIV <input type="checkbox"/>
Deaf or serious hearing impairment <input type="checkbox"/>	Cognitive impairment e.g. autistic spectrum disorder <input type="checkbox"/>
Blind or serious visual impairment <input type="checkbox"/>	Other type of disability – please specify: <input type="checkbox"/>

The University is committed to ensuring that reasonable adjustments are provided, where appropriate and practicable, in order that disabled applicants can perform their duties effectively. Disabled applicants who are short-listed for interview will be written to asking for details of any support needed during the selection programme and employment.

Have you ever been convicted of a criminal offence which has not become 'spent' under the Rehabilitation of Offenders Act 1974? Yes / No* **If yes**, please give details on a separate sheet.

If you are convicted later in the application process you must inform Human Resources. The University will seek an Enhanced Disclosure through the Criminal Records Bureau for the successful applicant in respect of posts which involve substantial access to children and/or vulnerable adults.

We are a holder of the 'Two Ticks' symbol and guarantee an interview to disabled applicants who meet the essential criteria of a post. We may, therefore, need to disclose the fact an applicant has indicated they have a disability. The information on this form will be used in accordance with the Data Protection Act 1998 for the proper administration of recruitment and selection and, if appointed, may be processed by computer or form the basis of manual records. If used for the production of summary statistics, it will not be possible to identify individuals and I consent to the information being used for these purposes.

I understand that providing false or misleading information anywhere on my application will disqualify me from appointment or if appointed will render me liable to dismissal without notice. I declare that the information I have given is to the best of my knowledge true and complete.

Signed:
 (type name if submitting electronically)
Thank you for your co-operation

Date: