

# 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 documents 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 post of	Ref no.
Are you, or would you be, interested in this position in a job share or part-time basis? <i>Please tick relevant box</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Personal Details

Surname / Family Name	Forename(s)
Home Address	Address for correspondence (if different from home) <i>Please provide dates if this is a temporary address</i>
Postcode	Postcode
Home telephone number (inc. area code)	
Work telephone no. <i>if it may be used</i> (inc. area code)	
Mobile Tel No.	Email address
National Insurance Number	
Do you hold a valid driving licence? <i>Please tick relevant box</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, is it full or provisional? <i>Please tick relevant box</i> Provisional <input type="checkbox"/> Full <input type="checkbox"/>	
Nationality	
Do you require a work permit? <i>Please tick relevant box</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, do you hold one? <i>Please tick relevant box</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, are you a student? <i>Please tick relevant box</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	

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.

1	Name/Title	2	Name/Title
	Job Title		Job Title
	Address		Address
	Tel no. (inc area code)		Tel no. (inc area code)
	Email address		Email address
	Fax no		Fax no
	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"/>

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

General Education, ie GCSE/A/AS/NVQ Level (or equivalent)

Name of school/college	Dates		Subject	Grade/Level	Date
	From	To			

**Further and Higher Education**

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

**Qualifications currently being studied for**

Name of College/University/Professional Body	Dates		Subject	Grade/Level	Date exams to be taken
	From	To			

**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

Dates and Duration	Organising Body/ Establishment Attended	Course title and type of training

**Membership of Professional Bodies eg Higher Education Academy**

Professional Body	Date Elected	Membership Grade	Date Elected

**Information in support of your 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)

**Information in support of your application** *continuation*

**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 If yes, please provide details	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been convicted of a criminal offence or received a caution? Please tick relevant box <i>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 licence is essential or desirable to perform the job)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there currently outstanding charges against you? Please tick relevant box If yes, please write to the Head of Human Resources, stating position applied for, reference number and details regarding your conviction, caution or any 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.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 the 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 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.

For Online Applications, please tick the box to confirm the above statement is true ☐

Signature (Please enter full name below)

Date (please enter date of application)

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

Human Resources Department  
University of Gloucestershire, Waterworth Building,  
Park Campus, The Park, Cheltenham, GL50 2RH.  
Email: [hr@glos.ac.uk](mailto:hr@glos.ac.uk)

# GUIDELINES FOR THE COMPLETION OF THE APPLICATION FORM



Please read these guidelines carefully before you complete your application form.

## **General**

This is a standard application form completed by all applicants for positions in the University including internal applicants. For photocopying purposes, please complete this form in black ink. It may be handwritten or typed. All information provided will be treated in the strictest confidence.

## **Completing the form**

The form is the first part of the selection process and it will be used to select applicants for interview or the next stage of the process. Please complete all sections fully. It is important that you provide details which you consider relevant to the position as detailed in the job description and which demonstrate your suitability for the position against the essential and desirable requirements to do the job as stated in the person specification. You may include additional supporting sheets but be sure to put your name and the position for which you are applying on each sheet.

Please be as accurate as you can about dates of employment and hours of work. Please provide reasons for any breaks in employment, eg, returned to study, seeking employment, carer responsibilities.

You may submit a CV as part of or in place of the application form but you must ensure that your CV covers all the information requested on the application form.

## **References**

It is our policy to obtain references for all applicants invited for interview. We will not request references if you have not given us your permission to do so. If you do not wish a reference(s) to be requested at this stage this may result in a delay in the decision-making process. No offer of employment will be made in the absence of satisfactory references.

## **Qualifications**

If you are invited to interview you will be required to bring to the interview your original certificates of qualification stated in your application. Falsification of qualifications before or which comes to light after taking up the position may result in your application not being considered further or dismissal.

## **Relationship to a member of University Council or an employee of the University**

You are required to state on your application form whether you are related to or closely acquainted with either a member of the University Council or an employee of the University. We wish to ensure that the selection process is not prejudiced in any way. Any deliberate failure to make a disclosure will disqualify you. If a relationship is discovered after appointment, this may result in dismissal.

## **Canvassing members of the university**

Canvassing members of the University Council or an employee of the University either directly or indirectly in an attempt to gain preferential treatment in connection with an appointment will disqualify you. This provision does not prevent a member of staff from providing a reference of your ability, experience or character for submission with an application for appointment.

## **Disclosure of criminal convictions**

You will appreciate that the University must be particularly careful to enquire into the character and background of any person who may teach, supervise or have access to persons under the age of 18. You are, therefore, required to let us know if you have been convicted of a criminal offence or received a caution that is not considered as 'spent' under the Rehabilitation of Offenders Act 1974. However, certain positions are exempt from the 1974 Act, and therefore you may be required to reveal any criminal convictions you may have, including any which would otherwise be considered 'spent' under the Act. (If this is the case, you will be required to complete an ROA form which will be attached to the application form).

## **Equal Opportunities**

The University serves a wide range of diverse groups and individuals. We therefore believe that commitment to and experience in a diverse and equal opportunities' environment is invaluable. We would therefore encourage you to respect the University in its commitment to equality of opportunity and equal treatment irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity related issues, race, religion or belief, sex, sexual orientation, trade union membership or conditions or requirements which cannot be shown to be objectively justifiable.

Please help us to monitor the effectiveness of our policy by completing all parts of the Equal Opportunities Monitoring form. This form will not be circulated to those involved in the selection process but will form part of the personal confidential record of the successful applicant.

### **If you have a disability**

If you have a disability, there are ways in which we can help you, by giving assistance with completing the application form, making special arrangements if you are invited for an interview and make adjustments to the job where justified and reasonable. Please indicate your requirements on the Equal Opportunities Monitoring Form.

This application form is available in large print.

Please contact the Human Resources Department on 01242 715062 if you require this format.

### **What happens next?**

If you would like us to let you know we have received your application please complete and return the acknowledgement card enclosed with the application form. Completed acknowledgement cards will not be returned unless a stamp is affixed.

Unfortunately, due to the cost involved with large numbers of applications, we can only write to you again if you are invited for interview. If we have not responded to your application within four weeks of the closing date, please assume that your application has been unsuccessful.

Whatever the outcome of your application, thank you very much for the interest shown in working for University of Gloucestershire and we wish you every success for the future if appointed.



# 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 of the application form before we shortlist and decide who to invite for interview

Name	Date of Birth
Position applied for	

Sex	
Male	<input type="checkbox"/>
Female	<input type="checkbox"/>

Title					
Mr.	<input type="checkbox"/>	Mrs.	<input type="checkbox"/>	Miss	<input type="checkbox"/>
Ms.	<input type="checkbox"/>	Dr.	<input type="checkbox"/>	Other .....	

How did you find out about this vacancy? Please tick one	
Member of our staff	<input type="checkbox"/>
Internal Advertisement	<input type="checkbox"/>
University of Gloucestershire website	<input type="checkbox"/>
Jobs.ac.uk	<input type="checkbox"/>
This is Gloucestershire website	<input type="checkbox"/>
Job Centre	<input type="checkbox"/>
Local/National Newspaper/Journal please specify	<input type="checkbox"/>
Other please specify .....	

How would you describe your ethnic origin?					
White	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Other .....
Black or Black British	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Other .....
Asian or Asian British	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
Chinese or Other Ethnic Group	Chinese	<input type="checkbox"/>	Other .....		
Mixed	White and Black Caribbean	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	
	White and Black African	<input type="checkbox"/>	Other .....		

Disability			
Do you consider yourself to be disabled? Please tick		Yes	<input type="checkbox"/>
If yes, please give details below		No	<input type="checkbox"/>

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 in 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 ability such as memory, concentration or learning and understanding.

Signed

Date

# REHABILITATION OF OFFENDERS ACT 1974

PLEASE COMPLETE THIS FORM IN BLACK INK OR TYPESCRIPT AND RETURN IT WITH YOUR APPLICATION FORM (PLEASE ENSURE ALL SECTIONS ARE COMPLETED)

## PLEASE COMPLETE IN FULL

Position applied for	Reference No.
Surname/family name	Forenames (in full)

The provisions of the Act relating to the non-disclosure of criminal convictions do not apply to certain occupations. The position for which you are applying is included in the exempted types of employment under the above order. As a consequence any criminal convictions or cautions (including reprimands and final warnings) may be taken into account when considering you for appointment. you are not entitled to withhold information about any convictions or cautions (including reprimands and final warnings) which are spent under the Act. Should you be offered employment this will be subject to a satisfactory criminal background check.

## Details of any Criminal Offences or Cautions

Have you ever been convicted of a criminal offence or received a caution (including reprimand or final warning)? *Please tick relevant box*

Yes

☐

No

☐

If yes, please provide details below. *Continue on a separate sheet if necessary*

You should include details of the offence, the date of the conviction, the sentence you received and rehabilitation period. If you have any queries regarding the information requested, please contact the Human Resources Department on 01242 715062.

## Declaration

I declare that the information given 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 may render me liable to dismissal.

For Online Applications, please tick the box to confirm the above statement is true ☐

Signature (Please enter full name below)

Date