

Genners Lane  
Bartley Green  
Birmingham B32 3NT.

Tel: 0121 476 1181  
Fax: 0121 476 1196



## APPLICATION FOR EMPLOYMENT

Application for the Post of: \_\_\_\_\_

Applicant's Full Name: \_\_\_\_\_

Closing date for applications: \_\_\_\_\_

### ***Guidance notes for the completion of application form***

*To ensure a consistent approach with our recruitment procedure, candidates are requested to submit their application to a standard format. This format will assist our process for shortlisting and ensure that all applicants are assessed equally. **We do not accept CV's in place of application forms.** This proforma can also be accessed on the University Staff Vacancies website [www.newman.ac.uk](http://www.newman.ac.uk). **If your application is hand-written, please use black ink. Please ensure that your application form is completed fully. Failure to do so may affect your consideration for the post.***

**ALL INFORMATION PROVIDED BY APPLICANTS WILL BE TREATED IN THE STRICTEST CONFIDENCE**

Newman University confirms its commitment to equal opportunities in employment. In all its activities as an employer, the University seeks to ensure that individuals are recruited, trained, promoted and treated fairly during the term of their employment.

**PART 1**

Candidate's Initials \_\_\_\_\_

**PERSONAL DETAILS***(The information detailed in Part 1 will not be used when shortlisting)*

Title			
Surname		Forenames	
Previous surname (if applicable)			
Home Address			
	Post Code:		
Home Telephone No.			
Business Telephone No.			
Mobile Telephone No.			
Email Address			
DfEE / DES No.			

**RIGHT TO WORK IN THE UK**

Do you have the right to live and work in the UK?

YES

☐

NO

☐**DISCLOSURE**

If you are related to any employee of Newman University or to any member of the Board of Governors, please fill in the section below:

Name:

Relationship:

**PART 2**

Candidate's Initials \_\_\_\_\_

**EMPLOYMENT RECORD****PRESENT / LAST POST**

Position:		Period of Employment	From:	To:
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Name and Address of present / last employer		.	
		Telephone No.	
Post Code		Fax No.	

Current / last salary	
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Date available to take up appointment (if offered post)	
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**PREVIOUS EMPLOYMENT** (in chronological order)

Designation	Employer	Employment Period	
		From:	To:

*Please continue on a separate sheet if necessary*

### PART 3

Candidate's Initials \_\_\_\_\_

## EDUCATION AND ACADEMIC QUALIFICATIONS

Secondary school attended and qualifications attained		Dates	
_____		From	To
Colleges / University attended		From	To
_____		_____	_____
Degrees, Professional Training and Teaching Qualifications (including Class achieved)		Dates awarded	
_____		_____	
Please give details of qualifications for which you are currently studying		Expected completion date	
_____		_____	
Publications and Research (please list brief details including dates)			
<div>Continue on separate sheet if necessary</div>			

## PART 4 OTHER INTERESTS

Please detail your interests, hobbies etc.

**PART 5**

Candidate's Initials \_\_\_\_\_

**ADDITIONAL INFORMATION**

Please (a) detail your reasons for applying for this post and (b) using the essential and desirable criteria detailed in the job specification, state what skills and experience you would bring to this appointment.

*(Please continue on separate sheet if necessary)*

## PART 6

Candidate's Initials \_\_\_\_\_

### Disclosure and Barring

Newman University are registered with the Disclosure and Barring (DBS) service. This service is used to assess the suitability of applicants for positions of trust. It is the policy of Newman University that all relevant appointments are subject to verification from the DBS service and it undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. In accordance with the Rehabilitation of Offenders Act 1974 we require all applicants to disclose any 'unspent' criminal convictions.

Have you any 'unspent' criminal convictions? YES ☐ / NO ☐ (Please tick as appropriate)

(If YES, please give details including dates)

Further guidance can be found on <https://www.gov.uk/government/organisations/disclosure-and-barring-service> or a standard paper copy can be obtained from the Human Resources Department.

## PART 7 REFERENCES

As it is our practice to obtain references prior to the Interview stage, please give the name and address of two referees who we may approach and the capacity in which they are known to you. The referees named must be people who can comment authoritatively on you as a person and must include your current or most recent employer (or his / her representative). Please state if you do not wish us to contact your referees prior to interview stage.

(1) Name and Full Postal Address		(2) Name and Full Postal Address	
Post Code:		Post Code:	
Capacity Known		Capacity Known	
May we contact this referee prior to interview?		May we contact this referee prior to interview?	
Telephone No.		Telephone No.	
Fax Number		Fax Number	
Email Address		Email Address	

**APPLICATIONS**

Completed applications must be received by the published closing date. If you are producing and forwarding your application by e-mail, please note that you will be expected to provide a signed, hard copy if shortlisted.

If you wish to send a signed copy by post, please forward to the following address:-

Human Resources Department  
Newman University  
Genners Lane  
Bartley Green  
Birmingham  
B32 3NT

Email address: [recruitment@newman.ac.uk](mailto:recruitment@newman.ac.uk)

***Please mark envelope 'Strictly Confidential'***

**Part 9****DECLARATION**

I confirm that the information given on this form is correct and understand that any false statement may be sufficient cause for rejection, or if employed, may subsequently result in dismissal. I will produce evidence of all qualifications declared in this application form. I understand that, if offered an appointment, I will be required to complete a medical questionnaire and undergo a medical examination if required. I understand that this information will be stored in manual and electronic files and is subject to the provisions of the Data Protection Act.

Candidate's Surname \_\_\_\_\_ Initials \_\_\_\_\_ Title \_\_\_\_\_

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Equality and Diversity Monitoring

Newman University aims to be an Equality employer and it is our policy to recruit staff solely on merit, irrespective of gender, race, ethnicity, disability, age, religion or belief or sexual orientation. To enable the University to monitor the effectiveness of its Equality and Diversity Policy we request all applicants to provide the following information. This information will be held on a computer record for statistical purposes to monitor the effectiveness of our Equality and Diversity Policy. All information provided will remain totally confidential.

If any of the sections below are incomplete, the HR Department will mark the selection stating that the applicant did not provide the information. However, please be aware that it may delay the processing of your application if the form is not fully completed.

**Post Ref:**

**Vacancy applied for:**

**How did you learn of this vacancy?**

Times Higher Education Supplement  
Birmingham Mail  
Jobs.ac.uk

☐ Job Centre plus/Direct Gov  
☐ Newman website  
☐ Other (please state below)

**Title:**

**Surname:**

**Forename(s):**

**Gender:** Male ☐ Female ☐ Unspecified ☐

**Is your gender identity the same as the gender you were originally assigned at birth?**

Yes: ☐ No: ☐  
Prefer not to say: ☐

**Postcode:**

**Nationality:**

**DOB:**

**Marital Status:**

Married ☐ Single ☐ Civil Partnership ☐ Cohabiting ☐ Prefer not to say ☐  
Widower ☐ Divorced ☐

**Do you hold a full UK driving licence?** Yes: ☐ No: ☐

**Please indicate your age range (tick appropriate box)**

16 – 21	22 - 30	31 - 40	41 – 50	51 - 60	61 – 65	65+
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Religion: to which religion/belief group do you belong (please tick one only)**

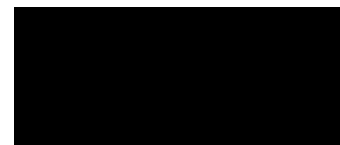
Christian <input type="checkbox"/>	Baha'i <input type="checkbox"/>	Sikhism <input type="checkbox"/>
Christian – Anglican/C of E <input type="checkbox"/>	Buddhism <input type="checkbox"/>	Spiritualism <input type="checkbox"/>
Christian – Methodist <input type="checkbox"/>	Hinduism <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Christian – Roman Catholic <input type="checkbox"/>	Islam (Muslim) <input type="checkbox"/>	Any other religion or belief <input type="checkbox"/>
Christian -Baptist <input type="checkbox"/>	Jain <input type="checkbox"/>	No religion <input type="checkbox"/>
Christian-Other denomination <input type="checkbox"/>	Judaism <input type="checkbox"/>	Unknown <input type="checkbox"/>

(Adapted from 'Equal opportunities monitoring information' – Equality Challenge Unit and HESA 2013)

**Sexual Orientation (tick appropriate box)**

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





## Disability

Do you consider yourself to have disability, impairment, health condition or learning difference?

Yes ☐ No known disability: ☐ Prefer not to say: ☐

Please describe your disability, impairment or health condition or learning difference. You may mark one or two of the boxes below, or use your own words here:

<b>Physical impairment or a condition that affects your mobility such as an impairment that requires you to use a wheelchair or affects arm movement</b>	<input type="checkbox"/>	<b>Sensory impairment, such as being blind/having a serious visual impairment</b>	<input type="checkbox"/>
<b>Mental health condition, such as depression or schizophrenia</b>	<input type="checkbox"/>	<b>Sensory impairment, such as being deaf/having a serious hearing impairment</b>	<input type="checkbox"/>
<b>Social/communication/cognitive impairment (e.g. Asperger's/autistic spectrum or head injury)</b>	<input type="checkbox"/>	<b>Specific learning difficulties such as dyslexia, dyspraxia or AD(H)D</b>	<input type="checkbox"/>
<b>Two or more impairments and or/disabling medical conditions</b>	<input type="checkbox"/>	<b>Long standing illness or health condition e.g. cancer, HIV, diabetes, chronic heart disease or epilepsy</b>	<input type="checkbox"/>
<b>A disability impairment or medical condition which is not listed, please specify:</b>	<input type="checkbox"/>	<b>General learning difficulty (e.g. Down's Syndrome)</b>	<input type="checkbox"/>
<b>If appropriate, detail any assistance Newman University would need to provide:</b>			

## Pregnancy and Maternity

Are you currently pregnant or have you been pregnant in the last year?

Yes ☐ No: ☐ Prefer not to say: ☐

Have you taken maternity leave within the last year?

Yes ☐ No: ☐ Prefer not to say: ☐

## What is your ethnic group?

<b>White – British</b>	<input type="checkbox"/>	<b>White - Irish</b>	<input type="checkbox"/>	<b>Other white background</b>	<input type="checkbox"/>	<b>Arab</b>	<input type="checkbox"/>
<b>Black or Black British - Caribbean</b>	<input type="checkbox"/>	<b>Black or Black British - African</b>	<input type="checkbox"/>	<b>Other black background</b>	<input type="checkbox"/>	<b>Chinese</b>	<input type="checkbox"/>
<b>Asian or Asian British - Indian</b>	<input type="checkbox"/>	<b>Asian or Asian British - Pakistani</b>	<input type="checkbox"/>	<b>Asian or Asian British – Bangladeshi</b>	<input type="checkbox"/>	<b>Other ethnic background</b>	<input type="checkbox"/>
<b>Other Asian Background</b>	<input type="checkbox"/>	<b>Mixed – White and Black Caribbean</b>	<input type="checkbox"/>	<b>Mixed – White and Black African</b>	<input type="checkbox"/>	<b>Not Known</b>	<input type="checkbox"/>
<b>Mixed – White and Asian</b>	<input type="checkbox"/>	<b>Other Mixed background</b>	<input type="checkbox"/>	<b>Gypsy or Traveller</b>	<input type="checkbox"/>	<b>Prefer not to say</b>	<input type="checkbox"/>

**Data Protection Act 1998**

Thank you for your time and co-operation in completing our form. The information provided above will be confidential and stored and used in accordance with the Data Protection Act 1998, for the management of equal opportunities. I agree to the processing of the information that I have provided.

**Signed**

**Date**