



Universities UK

Job Application Form

The application form plays the most important part in our selection process. It is on the basis of the form that we decide whether you will be short listed for interview or not. Please do not send us your CV (Curriculum Vitae) because it may include the kind of personal details that our equal opportunities policy does not allow us to show the Interview Panel.

Position applied for

Candidate no

Please print in block capitals throughout this application form

Only give a daytime number if you can receive calls.

1 Personal Details

Title _____ Family name _____ First names _____

Home address _____

Daytime tel no _____ Evening tel no _____

Give the name and addresses of two people who we can contact for references, one of whom should be your current employer.

The referees must be able to comment on your knowledge, experience and your ability to do the job you have applied for.

2 Present Employment

Basic gross salary per year _____ Pay scale / grade (if appropriate) _____

Additional allowances (if appropriate) _____

Referee 1 (current or most recent employer)

Name _____

Job title _____

Organisation name _____

Address _____

Tel no _____

Fax no _____

Referee 2

Name _____

Job title/ relationship (if not a previous employer) _____

Organisation name _____

Address _____

Tel no _____

Fax no _____

May we approach this referee before interview? Yes ☐ No ☐ May we approach this referee before interview? Yes ☐ No ☐

Period of notice required _____

3 Work details

State any dates on which you will not be available for an interview _____

Please give us dates of any holidays you have already arranged _____

Do you require a work permit? Yes ☐ No ☐

If yes, when does it expire? _____

Are you suffering or have you suffered, from any major illness / industrial injury? Yes ☐ No ☐

If yes, please specify _____

How many days have you been absent from work due to sickness in the last 12 months? _____

How many periods of sickness does this represent? _____

Is this your usual level of sickness? _____

please turn over

Name _____

Position applied for _____

4 Education, Training and Qualifications (from age 11)

Please give us as much detail as you can starting with secondary school.

Continue on a separate sheet if necessary.

Dates (from/to month/year FT/PT)	Name and address of school/college	Major subjects studied	Qualifications obtained (level/grade)	Date awarded (month/year)

Provide here details of any other courses or opportunities which enabled you to acquire training/skills appropriate to the vacant post and not stated in sections 4 or 5, including membership of professional associations.

Position applied for _____

Please start with your current/ most recent job.

Detailed information can be given in section 6.

Reason
for leaving
/applying for
this post

Name _____

Position applied for _____

You should read the person specification criteria before completing this section.

The vacant post will be offered to the person who demonstrates to the Interview Panel that they can best satisfy the selection criteria through their education or training, the positions held and the skills acquired.

Sometimes activities not related to work have allowed you to gain additional skills and experience.

Continue on a separate sheet if necessary.

6 Statement in support of application

Write a short paragraph on each of the essential and desirable skills and knowledge criteria in the person specification to show why you would be suitable to fill the vacant post. Number each paragraph to correspond with the selection criteria.

Providing any misleading or false information to support your application, or canvassing directly or indirectly for an appointment will disqualify you from applying; or if appointed will render you liable to dismissal without notice. The position is subject to receipt of satisfactory references and completion of a satisfactory period of probationary service.

Declaration

I hereby declare that I have understood and complied with the requirements laid down in the previous pages and I agree that the information given on this form, which has been forwarded by me, maybe used for registered purposes under the Data Protection Act, 1998.

Signature _____ Date _____