

Confidential



Staffordshire
UNIVERSITY

When completed, please return to:
Personnel Services, PO Box 662,
Staffordshire University, College Road
Stoke-on-Trent ST4 2XP
Telephone 01782 294000
Fax 01782 292772

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Personal details

Business:

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Present employment

Name and address of employer:

Brief details of present main duties/responsibilities of your post:

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Previous employment

Date		Employer's name and address	Post held and main functions	Reason for leaving
From	To			

4

Education

(e.g. School, Polytechnic, University, Technical or Art College, Correspondence Course)

Date		Name of Institution	Qualification obtained	Grade
From	To			

5

Training

(e.g. Short courses, vocational and professional updating courses)

Date		Name of Institution	Title and nature of course
From	To		

6

Membership of professional institutions/societies

Admission Date	Name of Institution		Class of Membership

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Driving Requirement

If driving is an essential requirement for the post for which you are applying please complete this section:

Do you hold a current driving licence? YES/NO

If yes, is your licence endorsed? YES/NO

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Additional information

Please enter below any additional information in support of your application. If you require more space than is provided please ensure that any attached papers contain your name and the post for which you are applying.

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Health

- i. Do you have, or have you had, any medical condition which is relevant to your ability to do the job for which you are applying? YES/NO

If yes, please give brief details, including absences from work during the last year.

- ii. The University wishes to facilitate the appointment of persons with special needs wherever possible.

To help us to give full consideration to such applicants please indicate any special mobility or other needs you have which you feel might be relevant to the post for which you are applying.

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Rehabilitation of Offenders Act

- i. Have you ever been convicted of a criminal offence? YES/NO*

- ii. If yes, give brief details of the offence including the date of conviction

***GUIDANCE NOTE:** You need not declare 'spent' convictions unless the post you are applying for is one covered by the Exception Orders, 1975 and 1986. A post covered by the Exception Orders will be clearly indicated as such in the further details supplied to you. Where this is the case then all criminal convictions must be declared regardless of when they occurred.

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References

Please give the names and addresses of up to three persons to whom **employment** reference can be made, indicating the capacity in which known. (e.g. supervisor) It is expected that one of these will be your current employer (or if unemployed, your last employer)

Name and title:

Address:

Telephone number:

Capacity:

email:

Name and title:

Address:

Telephone number:

Capacity:

email:

Name and title:

Address:

Telephone number:

Capacity:

email:

References will be sought if you are shortlisted for interview. If at this stage **you do not** want your current employer contacted, please tick this box ☐

NOTE: Please do not enclose testimonials

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Interview date

Please give details of any known dates in the future when you will not be available. Every effort will be made to avoid these dates but this may not always be possible.

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Data Protection Notice for Applicants

Staffordshire University will use the information you have provided on this application form, together with any other information we may obtain about you, eg. from your referees, to assess your suitability for employment with us, for administration and management purposes and for statistical analysis.

If your application is unsuccessful, we will keep your information for a reasonable period in accordance with legal requirements and for administration purposes.

If you provide us with any sensitive information about yourself (eg. your health, criminal convictions) you consent to our processing that information for the purposes provided above.

You have the right to ask for a copy of the information which we hold on you and which is subject to the Data Protection Act 1998 (for which we will charge £10) and to correct any inaccuracies in your information.

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Declaration

I declare that the information given in this application and in any additional information I enclose is true, with nothing having been omitted that would affect this application. I have not canvassed either directly or indirectly any member of the Board of Governors or employee of Staffordshire University and will not do so. I consent to the processing of information in accordance with the purposes stated above.

Signed _____ Date _____

For office use only:

Applicant shortlisted: YES/NO

If no please state reason(s) below.

It is the policy of Staffordshire University to afford equal treatment to all its employees and prospective employees.