

# Application for Appointment

## Confidential



This section is a monitoring form for retention by Personnel Services and will be separated from your application before forwarding to the recruiting Faculty/School/Service

### Application for the post of

	<b>Ref No</b>
--	---------------

As an equal opportunity employer, the University welcomes applications from all sections of the community. We wish to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, race, nationality, religion or belief, disability, age, sexual orientation or trade union activity. Applications from persons with disabilities are encouraged. Selection criteria and procedures will be kept under review to try to ensure that individuals are appointed, promoted and treated on the basis of their relevant merits and abilities.

#### Data Protection

Information provided in this section will not be available to those who are selecting candidates for interview. Information concerning your gender, race, nationality, disability and age will be processed by the University for the purpose of statistical monitoring and for compiling the personnel record of the successful applicant. This information may also be disclosed to Higher Education Statistics Agency for statistical monitoring.

We would be grateful if you could provide the following details which will be treated in the strictest confidence.

### Personal Details

Given names and preferred title			
Address for correspondence (including postcode)			
Date of birth		Gender <i>(Please indicate male or female)</i>	
National Insurance Number			

### Nationality

Please state country of legal nationality		
<b>Work Permits:</b>		
To comply with the Immigration, Asylum and Nationality Act 2006, you will be required to provide documentary proof that you are eligible to work in the UK if you are offered a post at the University, before starting to work.		
Do you need permission to work in the UK? <i>(Please indicate yes or no)</i>		
If you do not need permission to work in the UK, please indicate how you are eligible to work by selecting one of the following:	<input type="checkbox"/> Highly Skilled Migrant visa <input type="checkbox"/> Student visa <input type="checkbox"/> Indefinite leave to remain <input type="checkbox"/> UK, EC, EEA national <input type="checkbox"/> Work Permit holder <input type="checkbox"/> Working holidaymaker <input type="checkbox"/> Other – please specify	

### Ethnicity

Please select the category which you feel best describes your ethnic origin	<input type="checkbox"/> White British	<input type="checkbox"/> White Irish	<input type="checkbox"/> Other White
	<input type="checkbox"/> Black/Black British Caribbean	<input type="checkbox"/> Black/Black British African	<input type="checkbox"/> Other Black
	<input type="checkbox"/> Asian/Asian British Indian	<input type="checkbox"/> Asian/Asian British Pakistani	<input type="checkbox"/> Asian/Asian British Bangladeshi
	<input type="checkbox"/> Chinese	<input type="checkbox"/> Other Asian	<input type="checkbox"/> Mixed – White & Black Caribbean
	<input type="checkbox"/> Mixed – White & Black African	<input type="checkbox"/> Mixed – White & Asian	<input type="checkbox"/> Other Ethnic background

## Disability

Do you consider that you have a disability <i>(Please indicate yes or no)</i>	
If you do consider yourself to have a disability, please indicate the nature of the disability from the list below	
<input type="checkbox"/> Specific learning disability (such as dyslexia or dyspraxia)	<input type="checkbox"/> Physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches)
<input type="checkbox"/> General learning disability (such as Down's Syndrome)	<input type="checkbox"/> Deaf or serious hearing impairment
<input type="checkbox"/> Cognitive impairment (such as autistic spectrum disorder or resulting from head injury)	<input type="checkbox"/> Blind or serious visual impairment
<input type="checkbox"/> Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease or epilepsy)	<input type="checkbox"/> Other type of disability <i>(Please indicate below)</i>
<input type="checkbox"/> Mental health condition (such as depression or schizophrenia)	<input type="checkbox"/> Do not wish to declare

## Sexual Orientation

Monitoring sexual orientation will help us to identify, tackle and prevent discrimination against lesbian, gay and bisexual people	
How would you describe your sexual orientation?	
<input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual/straight
<input type="checkbox"/> Gay man	<input type="checkbox"/> Other
<input type="checkbox"/> Gay woman/lesbian	<input type="checkbox"/> Prefer not to say

## Religion or Belief

Monitoring religion or belief will help us to identify, tackle and prevent discrimination on the grounds of religion or belief	
Do you regard yourself as belonging to any particular religion or belief system? If yes, which of the following:	
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Muslim
<input type="checkbox"/> Christian	<input type="checkbox"/> Sikh
<input type="checkbox"/> Hindu	<input type="checkbox"/> Other
<input type="checkbox"/> Jewish	<input type="checkbox"/> Prefer not to say

## Job Share

The University operates a Job Share Scheme which is open to all applicants, subject to the availability of suitable job share partners. Further details of the Scheme are available on request from Personnel Services. If the post you are applying for is available on a job share basis this will be clearly indicated on the job description.

**Please note that completion of this section is required ONLY if you wish your application to be considered on a job share basis.**

The job description for this position indicates the FTE or number of working hours per week. If you wish to apply to work less hours than those indicated, on a job share basis, please indicate the number of hours per week that you wish to work (exclusive of meal breaks)	
It is essential for all job share applicants to be flexible in their working arrangements. Please give details of any preferred pattern of working indicating the days and times below together with any days when you are not available.	
If it is not possible to offer you the position on a job share basis, would you still wish to be considered for the post? <i>(Please indicate yes or no)</i>	

# Application for Appointment

## Confidential



Application for the post of

Ref No

1

### Personal Details

Given names and preferred title					
Email address	If you do not want us to contact you by email, please tick this box <input type="checkbox"/>				
Address for correspondence (including postcode)					
National Insurance Number					
Telephone numbers	Home		Work		Mobile

2

### Present Employment

Post held			
Date appointed		Salary and grade	
Other benefits		Notice required	
Name and address of employer			
Brief details of present main duties/responsibilities of your post			

3

### Previous Employment

Please continue on a separate sheet if necessary

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

**4****Education**

(eg School, Polytechnic, University, Technical or Art College, Correspondence Course)

Date		Name of Institution	Qualification obtained	Grade
From	To			

**5****Training**

(eg 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

**7****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? <i>(Please indicate yes or no)</i>	
If yes, is your licence endorsed?	

**Additional Information**

Please continue on a separate sheet if necessary

Please enter below any additional information in support of your application.

9

Rehabilitation of Offenders Act

Have you ever been convicted of a criminal offence? <i>(Please indicate yes or no)</i>	
If yes, please give brief details of the offence including the date of conviction.	
<b>GUIDANCE NOTE:</b> 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.	

10

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 (eg supervisor).

The first name given should be your current employer (or if unemployed, your last employer).

Name of referee		Capacity (eg line manager)	
Address			
Telephone number		Email	

Name of referee		Capacity (eg line manager)	
Address			
Telephone number		Email	

Name of referee		Capacity (eg line manager)	
Address			
Telephone number		Email	

If you are shortlisted for interview we will contact your current (or previous) employer for a reference. If at this stage **you do not want** your current employer contacted, please tick this box

**NOTE: Please do not enclose testimonials**

11

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.

**12**

**Data Protection**

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.

**13**

**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 \_\_\_\_\_

**Thank you for completing this application form**

**Please return by email to [jobs@staffs.ac.uk](mailto:jobs@staffs.ac.uk) or by post to  
Personnel Services, PO Box 662, Staffordshire University, College Road, Stoke on Trent, ST4 2XP  
Telephone: 01782 294000 Fax: 01782 292772**

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

**For office use only**

Applicant shortlisted: YES / NO

If no, please state reason(s) below: