

# APPLICATION FORM

Post title:

Vacancy ref.:

## HR USE ONLY

Applicant reference:

Directorate /Faculty:

Please state where you first saw this vacancy advertised:

## 1. PERSONAL DETAILS

Title:	Forename(s) /Given Name(s):	Preferred name:	Surname /Family name:
Address: (including postcode)		Home telephone:	<b>Important</b> -Please tick <input type="checkbox"/> if you do not wish communication by e-mail
		Daytime telephone:	
E-mail address:		Mobile telephone:	ISA Registration no. (if applicable):
National Insurance Number:		Period of notice:	

## 2. PRESENT EMPLOYMENT

Start date: <i>dd/mm/yyyy</i>	Outline key duties and responsibilities
Employer's name:	
Employer's address:	
Job title:	
Salary:	
Reason for leaving:	

### 3. EMPLOYMENT HISTORY – Start with the most recent

Employer's name and address	Job title and main responsibilities	Salary	Dates from /to DD-MM-YYYY to DD-MM-YYYY	Reason for leaving
	Job Title		to	
	Main duties and responsibilities			
			to	
			to	
			to	
			to	
			to	
			to	
			to	
			to	

**4. EDUCATION, QUALIFICATIONS & TRAINING COURSES ATTENDED** (Highest level of qualification first, maximum of 20) – Please be advised that if you are shortlisted for interview, you will be required to bring your original qualification certificates for verification.

[illegible]

**5. MEMBERSHIP OF PROFESSIONAL INSTITUTIONS (3 most relevant)**

Name of Institution	Membership status or grade	Admission date

**6. FURTHER INFORMATION** – Describe the relevant experience and knowledge you have which meet the person specification for this position together with your reasons for applying. For Management and Professional posts, you may include a CV or list of publications to support your application.

The box below will continue to expand as you type. If you are using a printed version, please continue on an A4 sheet if required. Maximum of 10,000 characters.

**7. REFEREES** – Please give details of your referees, one of which must be your present or last employer.  
**NOTE: References will be taken up immediately in respect of candidates selected for interview for Academic posts.**

For Professorial Posts – Please provide five referees

For Reader Posts – Please provide three referees

**All other posts – Please provide two referees**

**REFEREE ONE**

Name and address:

Position held by referee:

Telephone:

E-mail:

State capacity in which referee is known:

Do we have your permission to approach this person prior to interview

**REFEREE THREE**

Name and address:

Position held by referee:

Telephone:

E-mail:

State capacity in which referee is known:

Do we have your permission to approach this person prior to interview

**REFEREE TWO**

Name and address:

Position held by referee:

Telephone:

E-mail:

State capacity in which referee is known:

Do we have your permission to approach this person prior to interview

**REFEREE FOUR**

Name and address:

Position held by referee:

Telephone:

E-mail:

State capacity in which referee is known:

Do we have your permission to approach this person prior to interview

Referee five on next page.

**REFEREE FIVE**

<b>Name and address:</b>	
<b>Position held by referee:</b>	
<b>Telephone:</b>	
<b>E-mail:</b>	
<b>State capacity in which referee is known:</b>	
Do we have your permission to approach this person prior to interview	

**8. CONFLICT OF INTEREST** – Please declare any family / personal relationship with members of staff currently working within the directorate / faculty where you are applying for employment.

<b>Name:</b>	<b>Name:</b>
<b>Directorate / Faculty:</b>	<b>Directorate / Faculty:</b>
<b>Relationship:</b>	<b>Relationship:</b>

This information will be held in the strictest confidence and will only be used to identify potential conflicts at the interview stage. This is to ensure fairness, transparency and impartiality.

**9. ELIGIBILITY**

<b>Do you hold nationality of a country which is a member of the European Economic Area (EEA) or are you a Swiss National?</b>	
<b>If NO, do you have permission to work in the UK?</b>	
<b>If YES, please state what type of documentation you hold:</b>	
In all cases, documentary evidence of your eligibility to work in the UK will be required at interview stage e.g. your Passport, Biometric Immigration Card or Permanent Residence Card	

## 10. CRIMINAL CONVICTIONS

Have you ever been convicted of a criminal offence?

If yes, please give details (Disclosure is not required where a conviction is spent under the Rehabilitation of Offenders Act 1974, subject to excepted classes)

## 11. ADDITIONAL REQUIREMENTS

Applications are welcomed from disabled people. Please tell us how we can remove any barriers for you in our recruitment process and at interview. For example, you may need a disabled persons' car parking space, a British Sign Language Interpreter or information in another format. You know best what you need so please tell us here.

## 12. DECLARATION

- I understand that the University is committed to an equal opportunities policy in employment practice and will use the information provided above to assess my application and for statistical purposes. In accordance with the Data Protection Act 1998, I note that job applications are normally retained for 12 months from the date of interview and that the application form of the successful candidate will be retained on his/her personal file.
- In completing this application form, I understand that providing any misleading or false information in support of my application will disqualify me from appointment or, if appointed, will render me liable to dismissal without notice.

Signed:

Dated:

Please return the completed application form to:

Post: Human Resources Team, De Montfort University, The Gateway, Leicester. LE1 9BH

E-mail: [vacancy@dmu.ac.uk](mailto:vacancy@dmu.ac.uk)

# EQUALITY & DIVERSITY QUESTIONNAIRE

## POLICY

The policy of De Montfort University is that no person should be discriminated against by reason of their race, colour, ethnic or national origin, nationality, religion or belief or non belief, gender, marital status, sexual orientation, age, hours of work, disability or union membership / non-union membership. It is the policy of the University that all decisions taken in respect of recruitment, promotion and training shall be taken having regard only to the requirements of the job or training proposed.

## MONITORING

For the Policy of Equality and Diversity to be effective, the University will monitor the profile of applicants and those appointed using the Equality and Diversity information. You are, therefore, requested to complete the questions on this form. The information is for statistical purposes only and WILL NOT be passed on to those involved in the selection procedure. The information you give will be treated as confidential.

## Please complete and return with your application form

Post applied for:

Vacancy ref.:

Directorate / Faculty:

Full name:

Date of birth:

## DISABILITY

The DDA defines a disability as *"physical or mental impairment, which has a substantial and long-term adverse affect on a person's ability to carry out normal day to day activities"*. The University is committed to providing a work environment which is open to all and to respond, as appropriate, to the needs of people with disabilities. Any adaptations required as a result of disability will be considered after the formal interview process.

Are you disabled?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

PLEASE SELECT THE OPTION WHICH DESCRIBES YOUR ETHNIC ORIGIN:

--

PLEASE STATE YOUR NATIONALITY:

--

PLEASE STATE YOUR SEX:

--

PLEASE SELECT THE OPTION WHICH DESCRIBES YOUR RELIGIOUS BELIEF:

--

PLEASE SELECT THE OPTION WHICH DESCRIBES YOUR SEXUAL ORIENTATION:

--

**DECLARATION**

**Signed:**

**Dated:**