

University of Plymouth Employment Application Form

Thank you for making this application. In order to ensure that we are fair and consistent in our selection and monitoring procedures, it is the policy of the University to require an Application Form and Recruitment Monitoring Form (both contained within this document) to be completed.

Recruitment Monitoring Form

The University of Plymouth recognises the benefits of having a diverse community of staff and as such is fully committed to being an equal opportunities employer. The information you provide will be treated as **Strictly Confidential** and will be used only for **Equality & Diversity monitoring** purposes (it will not be forwarded to recruiting departments). It will not be taken into consideration for shortlisting or interviewing purposes.

- Click into or tab to the shaded areas within the fields to complete the forms.
- Certain boxes can be marked with a cross by clicking into the box. If you 'cross' a box incorrectly, click in the box again to clear.

1. Post Reference No:	<input type="text"/>
2. Last / Family Name:	<input type="text"/>
3. First Names:	<input type="text"/>
4. Date of Birth:	<input type="text"/>
5. Nationality:	<input type="text"/>
6. Gender:	Female <input type="checkbox"/> Male <input type="checkbox"/>
7. Do you have a disability? Yes	<input type="checkbox"/> No <input type="checkbox"/>

(Under the Disability Discrimination Act (DDA) a disability is defined as physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities)

8. **Religion:**

- None
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Christian*
- Any other religion
- Do not wish to answer

- (inc Church of England, Catholic, Protestant and all other Christian denominations)

9. **Ethnicity:** Choose one of the following to indicate your cultural background:

White

- British
- Irish
- Any other White background

Mixed:

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

Asian or Asian British:

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Black or Black British

- Caribbean
- African
- Any other Black background

Chinese or other ethnic group

- Chinese
- Any other
- Do not wish to answer



Employment Application Form



Human Resources, University of Plymouth,
 Drake Circus, Plymouth, Devon PL4 8AA, United Kingdom
 Telephone: 01752 588227 Fax: 01752 588175
 E-mail: jobs@plymouth.ac.uk

STRICTLY CONFIDENTIAL		
<ul style="list-style-type: none"> • Please answer all questions on the application form, even if submitting supplementary documents. • The post reference number must be completed correctly, as failure to do so may cause delays and the possibility of your application missing the closing date. • Click into or tab to the shaded areas within the fields to complete the form. • Certain boxes can be marked with a cross by clicking into the box. If you 'cross' a box incorrectly, click in the box again to clear. 		
Post Ref No:	Job Title	
Title	Forenames	Surname / Family Name
National Insurance Number		
Full postal address for correspondence		Telephone Numbers
Postcode		Home:
Email address:		Work:
PRESENT EMPLOYMENT		Mobile:
PRESENT EMPLOYMENT		Present salary
Name and address of employer	Title of post and summary of responsibilities	
Date appointed to present post	Notice period required	

HR OFFICE USE ONLY	
App No:	Initials:

PREVIOUS EMPLOYMENT
(starting with most recent employment)

Name and address of employer	Brief details of post title, duties and responsibilities, and reason for leaving	Employed	
		From	To

EDUCATION and QUALIFICATIONS
(secondary, further or higher education, professional training and membership, starting with the most recent qualification achieved)

Educational institution or examining body	Course taken	Qualifications and grade	Date awarded

PROFESSIONAL TRAINING & MEMBERSHIP

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Academic/professional letters you are entitled to use after your name:

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RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

Please highlight competencies relevant for the post. Please give examples of how you meet the criteria stated in the job description/ person specification, these examples can be work or leisure based. Continue on a separate sheet if necessary. Applicants for academic posts (only) should provide details of research publications and grants and should also submit a CV.

REFEREES

Please note that it is a requirement of the University that all candidates provide details of referees to cover all of their previous two years employment (where applicable). For academic posts, please provide contact details for an academic referee. Where there is only one employer, you are required to provide details of one other referee (not related to you) who is willing to support your application. Referees will not be contacted unless you are being considered for interview.

Name and Address Telephone Email:	Title/Occupation May referee be contacted without your prior permission: YES / NO
Name and Address Telephone Email:	Title/Occupation May referee be contacted without your prior permission: YES / NO
Name and Address Telephone Email:	Title/Occupation May referee be contacted without your prior permission: YES / NO

Please state below if you are related to or have a personal relationship with a Governor or employee of the University? This information is required to avoid potential conflict of interests.
YES / NO If yes, please give details:

Do you hold a current UK Driving Licence? YES / NO

If UK Driving Licence held, do you have any current penalty points? YES / NO
 You are only required to answer this question if driving is a requirement of the role.

Please indicate how you learned of this post:

Do you require permission / a Certificate of Sponsorship to take up employment in the UK? YES / NO

(Immigration Asylum and Nationality Act 2006 and UK Border Agency Immigration rules – see Border Agency website <http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/> for more information)

Do you need to register under the Home Office EU Accession State Worker Registration Scheme? YES/ NO

(See <http://www.ukba.homeoffice.gov.uk/workingintheuk/eea/wrs/> for more information)

Are you a Bulgarian or Romanian National? YES/ NO

(See <http://www.ukba.homeoffice.gov.uk/workingintheuk/eea/bulgariaromania/> for more information)

DECLARATION

I declare that the information given in this application is, to the best of my knowledge, complete and correct. I understand that any appointment offered will be subject to University regulations. I agree to this information being used for legitimate purposes connected with recruitment and selection. **Please note that on submitting this form you have accepted these terms and agree to this declaration.**

Please note that the above information will be entered into a computerised records system in accordance with the requirements of the Data Protection Act 1998 (amended) to monitor the effectiveness of the University's equality & diversity and recruitment policies and the information supplied will be used for statutory statistical analysis and returns.