



Position Applied for:

Applied to:

Personal Details (please print this section)

Title	Surname	First Name(s) (indicate (*) the one you are known by)

Home Address

Term Address (if at University or College)

Postcode

Postcode

Telephone:

Telephone:

E-mail:

E-mail:

Dates at above:

Dates at above:

Nationality:

Date of Birth:

Do you need a work permit for permanent employment in the UK? YES NO

Do you have one? YES NO

Do you hold a full UK driving licence? YES NO

Education

Please list all **qualifications etc** held or currently studied for. **List most recent first** and give all results known whatever the outcome.

From Month/year	To	Education Institution	Award	Results (expected/awarded)

Employment and Work Experience

Please describe briefly any work (whether paid or unpaid) which you have undertaken. Highlight(*) the two most relevant and note what you achieved..

From Month/year	To	Employer	Job Title/Responsibilities	Achievements

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Personal Interests/Achievements

Use the space below to describe any part-time activities, achievements or personal interests.

Additional Information

Please write here any additional information, not covered elsewhere which will strengthen your application.

Where did you hear of us/see an advertisement?

Specific Skills

1. List any languages that you know indicating level of proficiency (basic/working knowledge/fluent/mother tongue).
2. Specify your experience with any generic computer packages/programming languages (limited/working knowledge/extensive).
3. Indicate any other specific relevant skills.

Career Choice

Explain why you have applied for this job. Emphasise why you consider yourself to be a strong candidate.

Health Declaration

Please give details of any health matters of relevance to the work applied for.

Referees

Referee 1

Referee 2

Name:

Name:

Position:

Position:

Address:

Address:

Email:

Email:

Telephone:

Telephone:

Availability

Please give any dates when you are **not** available for interview

Please give the date from which you are available for employment

Declaration

The statements made on this form are true. I understand any false statements may jeopardise my application and may lead to an offer being withdrawn. I have attached the Equal Opportunities Monitoring Data.

Signed **Name (please print)**..... **Date**.....

Thank you very much for your application. Once we receive it, we will contact you within 7 days

Equal Opportunities Monitoring Data

The following monitoring information is used to ensure that recruitment procedures do not lead to discrimination and that legal and other requirements are met. It is separated from your completed form, so you cannot be identified, and will play no part in the selection process.

Please hand this form in with your application. You may hand this back to us, in an un-marked envelope, separate from your application form.

Date today?

Male/Female?

Single/Married/Divorced/Widowed?

Date of Birth

D	D	M	M	Y	Y	Y	Y												
M		F																	
S		M		D		W													
D	D	M	M	Y	Y	Y	Y												

Ethnic Origin.

Which of the following best describes your ethnic origin? Please tick one. The categories used are those recommended by the Commission for Racial Equality.

- | | |
|---|---|
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Black African | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Black - other (please specify) | <input type="checkbox"/> White |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Irish |
| | <input type="checkbox"/> Other (please specify) |

Disability Status

Do you have a disability? (The Disability Discrimination Act 1995 defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on ability to carry out normal day-to-day activities.')

YES NO

If yes, please specify