**CONFIDENTIAL**

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**EMPLOYMENT AND EDUCATION DETAILS FORM**

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| --- | --- |
| Vacancy Details | |
| Vacancy Job Title:  Department: | Job Ref: **RA** |

The University actively promotes equal opportunities, aimed at treating all applicants for employment fairly. Job applicants will be considered purely on the basis of suitability for the job in question. If you have any difficulties in completing the form please contact Human Resources on 01244 512047.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EDUCATION & QUALIFICATIONS | | | | | |
| **Schools, Colleges or Universities** (attended from age 11 onwards) | From | To | Qualifications Obtained | Date | Grade |
|  |  |  |  |  |  |
| **Additional qualifications** | Year Awarded | | Awarding Body | | |
|  |  | |  | | |

|  |  |  |
| --- | --- | --- |
| Training and short courses | Training organisation | Year attended |
|  |  |  |
| Membership of Professional bodies | Membership status | Year awarded |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| CURRENT OR MOST RECENT EMPLOYER | | |
| Position Held: | From: | To: |
| Employer: | | |
| Address: | | |
| Main duties/responsibilities: | | |
| Notice Required: | Current/most recent salary: | |
| Reason for leaving your current/most recent employer: | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT** | | | | |
| Employer’s Name & Address | From | To | Position held and nature of duties | Reason for leaving |
|  |  |  |  |  |

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| **JOB SPECIFIC DETAILS** |
| In order to complete this section, please refer to the selection criteria detailed in the Person Specification and provide evidence of how you meet the criteria listed under each of the headings below. A further box is provided for you to provide any other relevant information to support your application. If you are applying for an academic appointment you should attach a list of your publications and a summary of your teaching experience (teaching profile). |
| **Proven Experience:** |
| **Delivering academic/service excellence:** |
| **Managing self and inspiring others:** |
| **Working together:** |
| **Organisational and stakeholder awareness:** |
| **Other relevant information:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | GUARANTEED INTERVIEW SCHEME |      |  |  | | --- | --- | | We guarantee to offer an interview to all applicants with a declared disability (as defined by the Equality Act 2010) who meet the essential criteria as detailed in the Job Description/Person Specification. Please indicate whether or not this applies to you:  ☐ Yes ☐ No |  |  |  | | --- | | CANVASSING Tick one choice |   Are you related to any member of the University? Ο Yes Ο No |

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| --- |
| DECLARATION |
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By submitting this application for employment, you are declaring that the information you have provided is accurate, and that you are in agreement with the information provided being processed in accordance with the Data Protection Act 2018 for recruitment and monitoring purposes. The information will be treated as confidential and will not be revealed to any unauthorised source.

The information supplied by you may be subject to verification with third parties and you authorise them to disclose your personal information to us.

Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.

**Please attach this form to your Online Web Recruitment application. Use the “Attach Documents” box on page 6 to attach this form.**

**Please do not send this form via email or through the post. This form must be attached to your online application**

