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# Application for Employment

This form has **three parts**:

* You must fill out **Part 1** to provide the information we need to consider your application.
* We only need you to fill out **Part 2** for posts where we have to carry out additional screening procedures. You should only fill it in if we have told you that it needs to be completed.
* **Part 3** is optional and will be used for statistical and monitoring purposes in an effort to promote equal opportunities. We will separate this part from the rest of the form when we receive it. Your responses, or your choice not to respond, is entirely anonymous and will not be associated with your application.

|  |  |
| --- | --- |
| Position applied for |  |
| Department |  |
| Vacancy reference |  |
| Applicant reference (office use only) | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  | |

### PART 1

### PERSONAL DETAILS

|  |  |
| --- | --- |
| Title | Mr / Mrs / Ms / Miss / Dr / Other: |
| Given name(s) |  |
| Family name |  |
| Current address  Postcode |  |
| Primary telephone |  |
| Secondary telephone |  |
| E-mail address |  |
| Immigration status | Are you a settled worker (i.e. do you have the **permanent** right to work in the UK – for example as a British or EEA citizen)?  Yes  No  If no, do you already have **temporary** permission to work in the UK?  Yes  No  If yes, please specify your visa type and visa end date: |
| UK National Insurance number (where held) | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |

### EDUCATION, QUALIFICATIONS & TRAINING

**Education below degree level**

We do not need full details of your GCSEs and A-Levels (or equivalent qualifications). Please give your total number of GCSEs and A-Levels (or equivalents) at grades A\*-C.

Please use the Other details section of the table to give any other information which is relevant, for example, if you have a GCSE or A-Level in a subject that is relevant to this job, if you have AS-Levels or if you have overseas qualifications.

|  |  |
| --- | --- |
| The **total** number of GCSEs (or equivalent) I have at Grade A\* to C is |  |
| The **total** number of A-Levels (or equivalent) I have at Grade A\* to C is |  |
| Other details of education below degree level | |
|  | |

**Education at or above Degree Level and Training**

Starting with the most recent, please give details of your education at or above degree level and any training which is relevant to your application. We may ask you to produce qualification certificates if we ask you to come to an interview.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Subject | Qualification level (if applicable) | Grade (if applicable) | Place of learning | Start date | End  date |
|  |  |  |  |  |  |

**Professional Body Membership** Please give details of any professional body membership which you hold.

|  |  |
| --- | --- |
| Professional body |  |
| Membership level |  |
| Start date |  |

### CAREER HISTORY

Starting with the present, please give details of your full career history. As well as employment, please include any periods of voluntary work, travel, career breaks and unemployment. If you have worked for the University before, we may ask the relevant department about your employment record.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start date | End  date | Employer | Job title and key responsibilities | Reason for leaving or notice period (where applicable) |
|  |  |  |  |  |

### SUITABILITY FOR THE ROLE

Please review the requirements of the role and provide evidence of how you meet these, using specific examples. It is often helpful to deal with each requirement under a separate heading. Please do not change the font size used below or type more than three sides (or write more than the equivalent by hand).

|  |
| --- |
|  |

### REFERENCES

Please provide details of two people (not relatives or friends) who will each provide an employer’s reference. One of these referees must be your current or most recent employer. If you do not have a current or recent employer, please provide details of your lecturer/course tutor/unpaid work employer etc.

**First reference**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address: |  |
| Telephone number |  |
| E-mail address |  |
| May we contact this referee during the recruitment process and before any offer of employment has been made to you? | Yes  No |

**Second reference**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
| Telephone number |  |
| E-mail address: |  |
| May we contact this referee during the recruitment process and before any offer of employment has been made to you? | Yes  No |

### Request for reasonable adjustments to the selection process

We welcome applications from individuals with disabilities and are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

If you wish to do so, please enter any reasonable adjustments connected with a disability that you require to be made to the selection process in the box below. If, however, you would prefer to discuss any special arrangements with us, please contact the person specified in the job advert or the Further Information document as the point of contact for this vacancy. Alternatively, you may contact HR via [hr@ucfb.com](mailto:hr@ucfb.com)

|  |
| --- |
|  |

### APPLICANT DECLARATION

Please read the statements below and then sign and date to confirm your acceptance of them.

|  |
| --- |
| * I understand how UCFB will use and store my personal data, having read the data privacy notice <https://www.ucfb.com/wp-content/uploads/2018/05/UCFB-Candidate-Privacy-Notice-0518.pdf> * I confirm that the information I have given in this application for employment form and any supporting documents is correct and complete. * I understand that failure to disclose any relevant information or the provision of false information may lead to dismissal / withdrawal of any offer of employment made to me. * I understand that UCFB may check all or any of the information provided as part of my application or given in references. * I understand that an appointment, if offered, will be subject to the receipt of references, and the outcome of any relevant pre-employment checks, which the University regards as satisfactory.   Signature Date ­­ ­­­ |

**PART 2**

### INFORMATION FOR ADDITIONAL SCREENING PURPOSES (SELECTED APPLICATIONS ONLY)

For some jobs, we have to make extra checks to ensure that applicants are suitable and/or that it is legal for us to employ them. If such checks apply to this job then we will have asked you to complete one or more sections of Part 2 in the advert or Further Information document for the vacancy. Do not complete any section of Part 2 unless we tell you that you must. If you are not clear about what you have to do, please contact [jobs@ucfb.com](mailto:jobs@ucfb.com)

**For applications to positions which are eligible for a basic disclosure**

Some roles require a basic disclosure. We will conduct a basic disclosure on the successful applicant through GBG online disclosures. You must now disclose any convictions you have that are unspent under the Rehabilitation of Offenders Act 1974 (as amended on 10 March 2014). Please see the [Ministry of Justice’s web pages](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) for further information about when convictions are considered unspent.  
  
If you do not disclose now something that is revealed by the basic disclosure then we may withdraw any conditional offer we have made (or dismiss you, if you have begun employment).  
  
We will treat the information you provide to us here confidentially and it will not be used unfairly against you. Nothing you declare here will automatically prevent you from being appointed (unless required by law). We may wish to discuss it with you if you are invited to interview. Any information revealed through the check will also be discussed with you.

|  |  |
| --- | --- |
| Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974 (as amended on 10 March 2014)? | Yes  No  If ‘YES’ please provide further information: |

**PART 3**

### DIVERSITY MONITORING (OPTIONAL)

**Why are we collecting this data?**

We are an equal opportunities employer and are committed to treating all job applications on their merits. We will use the information collected from this optional part of the application for statistical and monitoring purposes in an effort to promote equal opportunities. We will separate this part from the rest of the form when we receive it. Your responses, or your choice not to respond, are entirely anonymous and will not be associated with your application.

There is an option to tick “prefer not to say” for sensitive questions. If you do not provide an answer to a question, then we treat you as having ticked “prefer not to say”.

**Descriptions of demographics**

We have wherever possible tried to include the most up to date and relevant descriptors for demographics. If there are any terms you don't understand or do not identify with, please select ‘Other’ in the list.

**Advertising Source**

|  |  |
| --- | --- |
| Where did you first learn about this vacancy? |  |

**Sex and Gender**

*The terms gender and sex have been used interchangeably, but technically are different - sex is biological and physiological and gender is about the identity that someone feels they belong.*

|  |  |
| --- | --- |
| Please select the sex you were assigned at birth | Choose an item. |
| Please select the gender you most identify with | Choose an item. |
| If you answered ‘prefer to self-describe’, please specify: |  |
| Do you identify as transgender? | Choose an item. |

**Sexual Orientation**

|  |  |
| --- | --- |
| What is your sexual orientation? | Choose an item.  If you answered ‘Any other religion or belief’, please specify: |

**Disability**

|  |  |
| --- | --- |
| Do you consider yourself to have a disability? | *The Equality Act defines disability as a mental or physical impairment that has a substantial and long term adverse effect on a person’s ability to carry out day to day activities.*  Choose an item. |
| Which option(s) best describes the nature of your disability? | n/a (I do not have a disability)  Vision (e.g. due to blindness or partial sight)  Hearing (e.g. due to deafness or partial hearing)  Mobility, such as difficulty walking short distances, climbing stairs, lifting and carrying objects  Learning or concentrating or remembering  Mental health (e.g. due to depression or anxiety)  Stamina or breathing or fatigue  Social or behavioural (e.g. due to neurodiverse conditions such as autism spectrum disorder, attention deficit disorder or Asperger's syndrome)  Other (including any long-term illness or health condition)  Prefer not to say  If 'Other', please specify: |

**Race and Ethnicity**

|  |  |
| --- | --- |
| What is your nationality? | Choose an item. |
| What is your ethnic group? | Choose an item.  It is recognised that these ethnic groups do not represent how all people identify. People are encouraged to write in their ethnicity using their own words below if they don’t identify with any groups in the list.  If you answered ‘Any other ethnic group’, please specify: |

**Faith and Religion**

|  |  |
| --- | --- |
| What is your religion? | Choose an item.  If you answered ‘Any other religion or belief’, please specify: |