

Employment Application Form

College Lane, Hatfield, Herts, AL10 9AB

Position Applied for:

Reference number: Closing date: Where did you see this job advertised?:

Personal Details (Please use BLOCK CAPITALS)

Surname: Title: (Mr/Mrs/Miss/Ms/Other)

First name(s):

Address:

Postcode:

Email:

Telephone: Mobile:

Details of Present or Most Recent Post

Post Title: Brief description of duties:

Employer:

Salary:

Employment Dates:

Notice Required:

If no longer employed, reason for leaving:

References

Please give names and addresses of two persons who can confirm your ability to meet the responsibilities of the job for which you are applying. One of these should be your present or most recent line manager/supervisor. It is not the University's policy to take up references prior to the interview date, but any appointment will be subject to references that are satisfactory to the University.

Name: Name:

Position: Position:

Employer: Employer:

Address: Address:

Postcode: Postcode:

Telephone: Telephone:

Email: Email:

Previous Employment Record most recent first - please explain any gaps

From	To	Employer's name and address	Position held and duties	Reason for leaving

Education and Qualifications

Please list in date order details of your education and qualifications with examinations passed and grades obtained.

From	To	Place of Study	Course/subjects studied	Qualifications	Grade/class	Date

Additional Information

Please provide details of any other training and courses attended which you consider relevant to this application.

Membership of Professional Bodies (if applicable), give dates and details.

Sickness Record

Please state how many days you have been absent from work as a result of sickness during the past twenty four months.

Other Personal Details

Right to Work

Do you need a work permit to take up this appointment?

Yes

No

Availability for Interview

Please list any dates when you would not be available for interview - we will try to avoid them

Do you hold a current UK Driving Licence?

Yes

No

Criminal Record

Please state whether you have any unspent criminal convictions

Yes

No

- N.B. (i) If yes, please enclose details in a confidential sealed envelope for the attention of the HR Manager (Business Support).
(ii) Certain posts require a Basic, Standard or Enhanced Disclosure from the Criminal Records Bureau.

Relationships

Are you related to any University of Hertfordshire employee/student or to any other member of the board of Governors?

Yes

No

If yes state to whom and the relationship.

Positive about Disabled People

The University guarantees to interview all disabled applicants who meet the essential criteria as detailed in the job description/person specification. Please see the attached monitoring form for the definition of disability and to disclose. If you are a disabled person would you like to be considered within this scheme?

Yes

No

Personal Statement

Please state why you are applying for this post and how you feel you meet the criteria laid down in the Person Specification. It is essential that you tell us how you meet these criteria and provide evidence of this. Note that short-listing for this vacancy will be carried out against the information you provide, so please support your statement with evidence or examples as much as possible. Continue on a separate sheet if necessary. If you are applying for an accademic post you may also attach a CV and/or list of publications.

Statement in respect of compliance with Data Protection Act 1998

The University maintains records relating to its staff in both manual and computerised forms. These records include correspondence with and relating to current and potential employees; forms completed as part of the recruitment and selection process; and computerised records for permanent and temporary employees created from this information, and added to as a result of administrative processes within the University. These records are used, amongst other things, for determining suitability for appointment and promotion; for calculating salaries, benefits and sick pay entitlements; for negotiating and communication with employees, for monitoring occupational health and for compliance with Health and Safety legislation purposes; for supporting security systems on University buildings; and for manpower planning and management analysis purposes. They form the basis of statistical returns that are required by the Higher Education Statistical Agency, and by other government agencies. Details of staff names and email addresses are published both internally and on our website. Please note that the information that you provide to the University in respect of your application for this post will be kept for a period of 9 months. After this period all information relating to you will be destroyed in line with the requirements of the Data Protection Act.

The University's compliance with the 1998 Act is monitored by the Head of Legal and Corporate Services.

In completing this declaration, I consent to the collection, recording and use of the information which I have provided in the ways described above, and set out in more detail within the University's Data Protection Act registration. I note that some of this information is defined by the 1998 Act as "sensitive personal data".

I declare to the best of my knowledge and belief all information I have given is correct. I understand that any false statement or omissions may result in the application being withdrawn or my employment being terminated.

Signed:

Date:

Monitoring of the University's Equality and Diversity Policy

The University of Hertfordshire is committed to promoting equality and diversity, selecting staff solely on the basis of ability and the requirements of the job. In order to help us monitor the effectiveness of our Equality and Diversity Policy please complete this form. This will be separated from your application on receipt and kept securely. It will not be seen by the staff responsible for shortlisting or interviewing. Applicants' data will be entered onto computerised records for equality auditing. Successful applicants' data will be entered on the Personnel records.

Please complete in block capitals or typescript, ticking the boxes which most closely relate to you.

Personal Details

Position applied for:

Reference number:

Surname:

First name(s):

Sex Female Male

Nationality:

Date of Birth:

Disability

The definition of disability under the Disability Discrimination Act (DDA) 1995 is a 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.

Do you consider yourself to be disabled within the definition of the DDA?

Yes No

Ethnicity

Please tick the category that you feel best describes your ethnic origin using the 2001 Census classification below.

White

British Irish

Any other White background (please fill in)

Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background (please fill in)

Asian or Asian British

Indian Pakistani Bangladeshi

Any other Asian background (please fill in)

Black or Black British

Caribbean African

Any other Black background (please fill in)

Chinese

Chinese

Other Ethnic Background

Any other (please fill in)

Information refused:

Signed:

Date:

Thank you for your co-operation. Please return with your application form to Human Resources.