

APPLICATION FORM PART 1: Application for Employment

* Please complete and submit both Part 1 and Part 2 of the Application Form.
* CVs and additional sheets will not be accepted unless specifically requested in the advert.

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| **APPLICATION FOR THE POST OF** |
| **Vacancy Ref No. / Title:** |             /         | Click here to enter text. |

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| **PERSONAL DETAILS** |
| **Last name:**  |         | **First name(s):**  |       |
| **Title**: |       |       |
| **Address**: |       | **Email:** |       |
|       | **Telephone Work:** |       |
|       | **Telephone Home:** |       |
| **Post Code:** |       | **Telephone Mobile:** |       |
| **Please indicate your preferred telephone number(s) for contact:** | **Work / Home / Mobile**       |

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| **QUALIFICATIONS**  |
| **Please include all relevant qualifications you currently hold and those you are working towards.** |
| **Qualification level and subject:** | **Grade:** | **Place of Study:** | **Dates from/to:** |
|       |       |       |       |
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| **TRAINING / PROFESSIONAL MEMBERSHIPS** |
| **Please list relevant training or professional memberships, e.g. short courses, professional bodies etc.** |
| **Course / Membership:** | **Date:** | **Training Provider / Professional Body:** |
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| **CURRENT OR MOST RECENT EMPLOYMENT** |
| **Employer’s Name & Address:** |       |
| **Job Title:** |       |
| **Salary/Grade:** |       |
| **Date started job:** |       |
| **Date started with employer:** |       |
| **Notice Required:** |       |
| **Date left:** |       |
| **Reason for seeking new employment:** |       |
| **Outline of main duties and responsibilities:** |
|       |

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| **PREVIOUS EMPLOYMENT** |
| **Employer:** | **Dates from/to:** | **Job Title:** | **Brief Outline of Duties:** | **Reason for leaving:** |
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| **Please provide a brief explanation for any gaps in your employment history:** |
|       |
| **If you have been dismissed from any employment, please provide details:** |
|       |
| **Please provide brief details of any current or previous employment at the University of Sunderland:** |
|       |
| **ASSESSMENT AGAINST ESSENTIAL AND DESIRABLE CRITERIA**  |
| * **Please describe how you meet the essential and desirable criteria (Person Specification of the Job Description) including examples. To be eligible to be shortlisted you must meet all essential criteria.**
* **CVs and additional sheets should not be submitted unless specifically requested in the advert.**
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|       |
| **Please do NOT include your CV or additional sheets unless specifically requested to do so.** |
| **POTENTIAL CONFLICTS OF INTEREST** |
| **Please declare any family/personal relationship with members of staff currently working within the campus where you are applying for employment:** |
| **Name:**  |       |
| **Faculty/Service:** |       | **Relationship to you:** |       |
| This information will be held in the strictest confidence and will only be used to identify potential conflicts of interest. To ensure fairness, transparency and impartiality, it may be necessary to exclude applications where it is felt a significant conflict of interest could potentially have an adverse effect on the business. |

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| **DRIVING – PLEASE COMPLETE IF RELEVANT TO THE POSITION APPLIED FOR** |
| Do you hold a current driving licence? |       |
| If so, what type?  | Full/Provisional       |
| Do you have any current/pending driving endorsements or convictions?  |       |
| If “Yes” please provide details:       |

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| **REFEREES** |
| **Please give details of two referees from your most recent employer(s). Note: we may contact any previous employer for a reference if you are successful.** |
| **Name:** |       | **Name:** |       |
| **Position:** |       | **Position:** |       |
| **Address:** |       | **Address:** |       |
| **Telephone:** |       | **Telephone:** |       |
| **Fax:** |       | **Fax:** |       |
| **Email:** |       | **Email:** |       |
| **How long have you known this referee and in what capacity?** | **How long have you known this referee and in what capacity?** |
|       |       |
| **If you have any difficulty in providing any of this information please do not hesitate to contact Human Resources. Students should provide referees from most recent educational establishment.** |

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| **DATA PROTECTION ACT 1998** |
| All personal information that you provide will be held and processed in accordance with the requirements and safeguards of the Data Protection Act 1998. The University will use the information provided by you only for the purposes stated in the relevant section of the application form, or for anonymised statistical monitoring. The University retains information about job applicants for 6 months. For successful candidates, Application Forms are retained on the personal file and information from both parts of the application form is held electronically for contractual and statistical monitoring purposes. |

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| **DECLARATION** |
| **By submitting this form you are actively indicating your understanding and acceptance of the following provisions:*** To the best of your knowledge the information you have given on this form is correct and may be used as part of your contract of employment.
* You consent to the processing of your data for the purposes described in the ‘Data Protection’ section of this form.
* Any of the following will disqualify your application or, in the event of discovery after appointment, may result in the termination of your employment:
	+ Deliberately giving false, incomplete or misleading information.
	+ Canvassing of members of the University or any Committee.
	+ Failure to disclose unspent criminal convictions within the meaning of the Rehabilitation of Offenders Act 1974.
* You will be responsible for registering with the Independent Safeguarding Authority where the job involves regulated activity within the meaning of the Safeguarding Vulnerable Groups Act 2006.
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**This is the end of Part 1 of the Application Form. Please also complete Part 2.**

**How to Apply**

**Please submit both Part 1 (Application for Employment) and Part 2 (Confidential Section) of this Application Form to Human Resources by the specified closing date.**

**CVs and additional sheets should not be submitted unless specifically requested in the advert.**

**We prefer to receive all applications by email to:** human.resources-london@sunderland.ac.uk

If you are unable to send your application by email, please post your application to: Human Resources University of Sunderland in London, 197 Marsh Wall, Docklands, London, E14 9SG in time to arrive by the closing date.

**Further Information**

For any queries please contact Human Resources: human.resources-london@sunderland.ac.uk, Tel: (+44) (0)207 531 7333.