

Application Form



Post:	Post ref:
Dept:	Closing date:

PLEASE COMPLETE THIS APPLICATION FORM IN BLACK INK OR TYPE FOR EASE OF COPYING

If you have difficulties in completing this form please contact us on 01784 414241. You may also wish to submit a CV, but if you do please complete Parts A, C, E, F, G & H of this form to assist us in the shortlisting process. Please also complete the equal opportunities monitoring form which is treated as strictly confidential and which is **NOT** seen by the shortlisting panel.

PART A: PERSONAL INFORMATION					
Title: Dr / Mr / Mrs / Miss / Ms Other (please specify)		Forename(s):		Surname:	
Home address:			Correspondence address: (if different)		
Home telephone:		Fax number:			
Work telephone:		E-mail:			
May we contact you at work? YES / NO		May we contact you by e-mail? YES / NO			
Please indicate any reading and speaking skills which you possess in languages other than English.					
Languages:				Level of skill: Basic / intermediate / advanced	
If you are not a UK national you may not be eligible to work in the UK without a Work Permit or a Right to Work Visa.					
Please indicate if you will require		a work permit: YES / NO		A right to work visa: YES / NO	

PART B: EDUCATION AND TRAINING					
Schools / Colleges (attended from age 11)	Dates		Qualifications obtained (O/A levels, GCSE or equivalent)	Date	Grade
	From	To			
Further / Higher education establishment attended	Dates		Course Title	Results (including Class of degree)	
	From	To			
Professional training / qualifications, with dates and levels attained:					
Other training / courses attended relevant to this post, with dates					

PART C: PRESENT OR LAST EMPLOYMENT

Present or most recent employer, nature of business and address	Dates (month & year)		Position held and nature of duties	Reason for wishing to leave or for having left
Current / most recent salary (<i>salary details will be confirmed with current employer</i>):				
Period of notice required:				

PART D: WORK HISTORY

Give details of your previous work history (including voluntary or unpaid work) beginning with the most recent post.

Dates (from/to)	Name & address of employer	Position held	Summary of main duties	Reason for leaving if applicable
Please use additional sheet if required				

PART E: SUPPORTING STATEMENT

In this section please demonstrate how your skills and experience meet the requirements of the job description and person specification. If you are applying for an academic appointment you should enclose a list of your publications and a summary of your teaching experience (teaching profile).

Continue on a separate sheet if necessary.

PART F: HEALTH DECLARATION

What absences from work through sickness have you had in the last 2 years ?

Total days absent: Number of occasions:

If you have any medical condition which will need to be taken into account during the recruitment process then please inform the personnel department on 01784 414241

PART G: REFERENCES

Please give names and addresses of at least two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. For overseas referees please ensure an e-mail address is included where available.

PRESENT OF MOST RECENT EMPLOYER

Name and title:	Full address:
Position held:	
Telephone:	
Fax:	Postcode:
	E-mail:

OTHER REFEREE

Name and title:	Full address:
Position held:	
Telephone:	
Fax:	Postcode:
	E-mail:

OTHER REFEREE

Name and title:	Full address:
Position held:	
Telephone:	
Fax:	Postcode:
	E-mail:

May we approach your present employer for a reference before interview? If no please ensure you give two other referees.

Yes No

No offer of employment will be made until two references, including that of your current or most recent employer, have been received.

How did you find out about this vacancy?

PART H: DECLARATION

- You are required to sign the declaration below certifying that all the information you have provided is accurate
- The College may wish to check any of the details you have provided
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare the information on this form is correct and I have omitted nothing that, to the best of my knowledge, might affect this application.

Signature: Date:

WHEN COMPLETED PLEASE FORWARD TO:

Human Resources Department
Royal Holloway
University of London
Egham
Surrey TW20 0EX
Fax: 01784 274900

Application forms should be returned no later than the closing date stated.

Please note that your application will not be acknowledged unless you include a stamped addressed envelope.

Only shortlisted candidates will be notified of the outcome of their applications; if you have not heard within four weeks of the closing date you should assume that your application has been unsuccessful on this occasion.

Equal Opportunities Monitoring Form

We are committed to developing positive policies to promote equal opportunities in employment and prohibiting unlawful discrimination on the grounds of sex, Marital status, race, colour, national or ethnic origin, disability, sexual orientation and religion.

In order to ensure that these policies are being followed, and for no other purpose, all applications are asked to provide the following information, which will be treated in the strictest confidence and will not form part of the selection process.

Name	Gender
Date of Birth	Vacancy ref

**What is your Nationality?
What is your ethnic group?**

Choose ONE section from A to E, then tick the appropriate entry to indicate your ethnic background (these ethnic categories reflect the 2001 census).

A White

- British Irish
 Any other White background, please write in

B Mixed

- White and Black Caribbean White and Black African
 White and Asian
Any other Mixed background, please write in

C Asian or Asian British

- Indian Pakistani Bangladeshi

D Black or Black British

- Caribbean African
 Any other Black background

E Chinese or other ethnic group

- Chinese
 Any other ethnic group, please write in

Disability Do you consider yourself to be disabled? YES / NO
If yes, please give details

Caring Responsibilities Do you have any caring responsibilities?
(e.g. young children, dependent relatives)

How did you hear about this vacancy?

- Newspaper Title:
 Publication Title:
 Website Web address:
 Job Centre Location:
 Internal Advert
 Other employee
 Other Method (please give details)

Thank you for your assistance

Some of the information you will supply will be held on a computer. The system is registered in accordance with the requirements of the Data Protection Act 1998 and will be used for the sole purpose of personnel management.