

Cover Sheet for Employment to accompany CV



*If you require this in an alternative format,
please contact the Personnel Division (Tel: 01223 332267)*

PD18

For office use

The information given will be processed for employment selection and statistical purposes and will be retained for successful candidates. Applications from unsuccessful candidates will be retained for up to six months. You will be given the opportunity to state any disability needs if called for an interview.

Please complete each section below. Where a yes/no answer is required please enter a tick in the box.

Position applied for Department Vacancy Reference	
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PERSONAL DETAILS

Surname	Other names	Title
Address	Telephone Numbers which may be used to contact you (1) (2)	
	Do you require a work permit to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of birth	National Insurance Number	

REFERENCES

References should normally be work related references and include your present employment (or your most recent employer) or course tutor if currently a student. For academic appointments, one of the references should be external to the University.

Name
Position
Address
Telephone Number
Email Address
Do we have permission to contact this referee before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Name
Position
Address
Telephone Number
Email Address
Do we have permission to contact this referee before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Name
Position
Address
Telephone Number
Email Address
Do we have permission to contact this referee before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

I confirm that the information I have given in this application for employment, including any supporting documents, is correct and complete. I understand that failure to disclose any relevant information or the provision of false information will nullify any subsequent contract of employment.

Signature

Date

EQUAL OPPORTUNITIES MONITORING SLIP

The University is an Equal Opportunities employer and is committed to treating all job applications on their merits. The information provided here will not be used in considering your application but will be collected centrally to check that the University is treating all applicants on the basis of their ability to carry out the duties of the post irrespective of gender, race or disability. Please tick the boxes below. The information will be separated from the application form and will not be given to the selection panel.

Vacancy Reference	Office/Post Title	For office use
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Gender

Tick the appropriate box to indicate your gender

- Female
- Male

Ethnic Origin

Choose ONE section from A to E, then tick the appropriate box to indicate your background.

A White:

- White – British
- White - Irish
- White - Other white background

B Mixed:

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

C Asian or Asian British:

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

D Black or Black British:

- Caribbean
- African
- Other Black background

E Chinese or Chinese British or other ethnic group:

- Chinese
- Any other background

Disability

Do you regard yourself as in any way disabled?

- Yes
- No

Advertising

Where did you first learn about this vacancy?

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