##### CONFIDENTIAL

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| A | **Office Use:**    Interview? Y/N  Appoint? Y/N |

# APPLICATION FORM

**NOTES:**

Please complete in black ink or type, all sections must be completed.

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| **1 POST APPLIED FOR** | | |
|  | | |
| **2 PERSONAL INFORMATION (Please complete in block capitals)** | | |
| Preferred title: (e.g. Prof, Dr, Mr, Mrs, Ms, Miss) | | |
| Surname:  Forename: | | Any previous name(s): |
| Address: | | Have you a current driving licence? Y/N |
|  | | Do you own a car? Y/N |
|  | | Notice required from current post: |
| Telephone No: (work)  Telephone No: (home)  Telephone No: (mobile)  Email address: | | For part time posts, please state the time of day which you will be available to work: |
| Final Annual Salary: £ |
| 3 REFERENCES | | |
| Please give details of two references, one of which should be your present employer. If you are unemployed please give the details of your former employer. If you have not been employed before then please use a former tutor/lecturer. They should include individuals able to comment on your skills and abilities and on your suitability for the post for which you have applied.  Referees may be contacted prior to interview. Please indicate clearly any referees that you do not wish to be contacted until a later stage. | | |
| Present/Last Employer: | Second Referee: | |
| Name: | Name: | |
| Address: | Address: | |
|  |  | |
| Tel No: | Tel No: | |
| Email address:  How do you know this referee? | Email address:  How do you know this referee? | |

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| 4 EDUCATION/QUALIFICATIONS (including overseas) | | | | | | | | | | | |
| Please list details in chronological order (most recent first) | | | | | | | | | | | |
| From month/  year | To month/  year | | Name of institution | | | Exams taken/to be taken | | Results and grades | | | Date gained |
|  |  | |  | | |  | |  | | |  |
| **5 MEMBERSHIP** | | | | | | | | | | | |
| Please indicate membership of any organisation(s) relevant to this job | | | | | | | | | | | |
| Name of organisation | | | | | Type of membership | | | | Date of membership | | |
|  | | | | |  | | | |  | | |
| **6 TRAINING** | | | | | | | | | | | |
| Please list any course(s) which you have undertaken which are relevant to the job you are applying for | | | | | | | | | | | |
| From month/  year | | To month/  year | | Course title | | | Training provider | | | Qualification gained | |
|  | |  | |  | | |  | | |  | |

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| 7 EMPLOYMENT HISTORY | | | |
| Please list in chronological order with current/most recent employer first. If there are gaps in your employment history, please explain them. | | | |
| Dates  to/from | Name and address  of employer | Position held and duties (Please give brief description) | Reason for leaving and final salary |
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| **8 FURTHER INFORMATION** |
| Please use this space to support your application including details of your past and present experience and reasons why you think you are suitable for the position. You may wish to refer to unpaid/voluntary activities if you feel they are relevant to your application for this position  **Please demonstrate how your experience to date helps you to work with:**   1. **Flexibility** 2. **Attention to detail** 3. **A focus on getting things done/achieving outcomes**   (maximum of two A4 sides please). |
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| 9 WORK PERMIT | |
| A Work Permit is not required to employ a person who is a national of a European Union (EU) or other European Economic Area (EEA) Country. It may not be necessary to obtain a work permit for a non-EU/EEA national, for example, where permanent UK residence has been granted by the Home Office, or where the passport endorsement places no restriction on employment in the UK. Otherwise, CUREE is required to obtain a work permit and to demonstrate that there is no suitable EU/EEA candidate for the post. The employment cannot commence until the work permit has been issued, even if the successful candidate already holds a work permit for another job in the UK.  Would a Work Permit be required to employ you? YES NO | |
| 10 ARRANGEMENTS FOR INTERVIEW | |
| If you have a disability are there any arrangements we can make if you are called for an interview? Please specify  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **11 WHERE DID YOU HEAR ABOUT US?** | |
| Please state where you heard about this vacancy:  Total jobs Coventry University careers  Warwick University  Universal job match  Word of mouth  Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **12 DECLARATION** | |
| I understand that an appointment, if offered, will be on the condition that the information I have provided on this form is correct. I understand that the information provided will be processed in accordance with the Data Protection Act 2018.  It is CUREE policy to require staff to disclose any “unspent” criminal convictions as part of their application.  Under the Rehabilitation of Offenders Act 1974 (amended) ex-offenders are not required to disclose to prospective employers, convictions defined as “spent” within the Act.  However certain posts, particularly those working with vulnerable groups, in positions of trust or sensitive areas are exempt from these provisions, and therefore in these cases all convictions must be declared and DBS clearance obtained.  CUREE will not discriminate unfairly against applicants with a criminal record. Having a criminal record will not necessarily bar an applicant from working for CUREE; the nature of a disclosed conviction and its relevance to the post in question will be considered. This is with the exception of; a person who has unspent convictions for violence, assault or damage to property, which are likely to be incompatible with working for CUREE or; a person who is barred from working with vulnerable groups. It is a criminal offence to employ a person in a ['regulated position'](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/377519/DBS_referrals_guide_summary_of_regulated_activity_with_children_v2.2.pdf)  where they have been barred from working with vulnerable groups.  Where a conviction has been disclosed in an individual's application for a post at CUREE, a discussion will take place regarding the offence and its relevance to the position. Failure to reveal information relating to unspent convictions will lead to withdrawal of an offer of employment, or termination of employment.  All staff are required to disclose criminal convictions acquired during employment at CUREE which may be relevant to their position. Disclosure is to be made confidentially to the Business Manager or Managing Director who will consider the effect of the offence on the employee's post. Examples of convictions relevant to positions include: a driving offence for a driver position; theft or fraud for a finance position; and convictions relating to vulnerable groups if working in regulated activity. Disclosures relating to vulnerable groups will be referred to CUREE’s safeguarding lead, Niamh Mc Mahon who will consider whether a referral to the Disclosure and Barring Service is necessary.  **Please disclose any convictions adhering to the information above here**:  **Alternatively, by leaving this blank you are stating that there are no criminal convictions to declare** | |
| Signed: | Please send completed applications to: |
| Date: | **Niamh Mc Mahon** |
| NB: Falsification of information could lead to your  dismissal if appointed. | **CUREE**  **3 The Quadrant,**  **Coventry,**  **CV1 2DY**  **Tel: + 44 (024) 7624 3716**  **Email:** [**niamh.mcmahon@curee.co.uk**](mailto:niamh.mcmahon@curee.co.uk) |