

Please complete in **blue or black** ink or type. You may attach additional sheets to this Application Form where necessary.

Vacancy applying for:

Reference Number:

Where did you see this vacancy?

1. Personal Details

Title: Surname:

Forename(s):

Address:

Postcode:

Email Address:

National Insurance Number:

Mobile Telephone Number:

Home Telephone Number:

Work Telephone Number:

Do you have a current driving licence? Yes No
(Only answer if relevant to the post.)

Do you require a work permit? Yes No
(Non-UK applicants only.)

2. Education and Qualifications

Please provide details of educational qualifications obtained:

General Education From To		School, College or University	Examinations taken/to be taken and qualifications obtained

3. Training and Development

Please provide details of relevant training and development undertaken:

Course	Date

4. Membership of Professional Bodies / Professional or Vocational Qualifications

Name of Body / Qualification	Class / Grade	Date

5. Present or Most Recent Employment

Job Title:	From:
Company, Name and Address:	To:
	Salary:
	Notice Required:
Reason for Leaving / Wishing to Leave:	
Other Benefits:	
Please give a description of your duties:	

6. Previous Employment

Please provide details of employment covering your last four positions (most recent first) or the last five years, whichever is greater. Any relevant voluntary work can be included in this section. Please continue on a separate sheet if necessary.

Job Title:

From:

Company, Name and Address:

To:

Reason for Leaving:

Please give a brief description of your duties:

Job Title:

From:

Company, Name and Address:

To:

Reason for Leaving:

Please give a brief description of your duties:

Job Title:

From:

Company, Name and Address:

To:

Reason for Leaving:

Please give a brief description of your duties:

Job Title:

From:

Company, Name and Address:

To:

Reason for Leaving:

Please give a brief description of your duties:

7. Experience and Achievements

The person specification lists the skills, experience and knowledge criteria that are required from the successful candidate. In the space below, please refer to these criteria and indicate how you feel you meet them. Please add supplementary pages to this form as necessary.

8. References

Please provide at least two references, covering the last three years of employment, one of which should be from your most recent employer.

Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Relationship:	Relationship:
Do not contact yet <input type="checkbox"/>	Do not contact yet <input type="checkbox"/>

9. Rehabilitation

Have you ever been convicted of a criminal offence (spent convictions as defined by the Rehabilitation of Offenders Act 1974 being specifically excluded)? Yes No If yes, please provide details below.

This information may be confirmed with the Criminal Records Bureau.

10. Disclaimer

I declare that to the best of my knowledge and belief that the information given on this form is correct.

Signature:	Date:
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If any particulars provided by you in this application are found to be false or you wilfully omit or suppress any material facts, you may be liable to dismissal should you be appointed.

Equal Opportunities and Race Policies

The University is committed to ensuring that applicants are selected for appointment on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical purposes and will form a confidential record that will be stored electronically and manually and form the basis of the personnel record for the successful candidate.

The information you provide on this form will not be released to those involved in any stage of the selection process.

Notes on Answering Questions

Q3. The definition of a disability is that defined within the Disability Discrimination Act and given below:

“Any 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. Long term is taken to mean the impairment would reasonably be expected to last, or has lasted, 12 months or more.”

It includes sensory/physical as well as chronic medical conditions, mental health problems and dyslexia/other specific learning difficulties.

Where you have indicated a disability, the information you have given will be used in considering arrangements for selection procedures and will help us to provide adequate support for your particular needs.

Equal Opportunities Recruitment Monitoring Form

The University of Surrey is committed to an Equal Opportunities Policy and we acknowledge, understand and embrace cultural diversity.

Name:

Date of Birth:

Position applied for:

Ref No:

Nationality:

1. What is your gender?

- Female
- Male

2. Do you carry out a caring role for dependants?

- Child(ren) under 18
- Other Dependants

3. Do you consider that you have a disability as defined by the Disability Discrimination Act?

- Yes (Please specify)
- No

4. * I am White

- British
- Irish
- Any other (Please specify)

I am Black or Black British

- Caribbean
- African
- Any other (Please specify)

I am Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other (Please specify)

I am of Mixed Ethnicity

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other (Please specify)

Any other ethnic group

- (Please specify)

* These are the classifications developed by the Office of Population, Censuses and Surveys, and used in the question on ethnic group in the 2001 Census.