##### CONFIDENTIAL

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

# APPLICATION FORM

**NOTES:**

Please complete electronically and submit attached to an email to the address given in the job details. Paper applications won’t be accepted unless agreed in advance

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| **1 WHAT IS THE TITLE OF THE POST YOU ARE APPLYING 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 |
|  | What notice required from your 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:  | Email address:  |

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| 4 EDUCATION/QUALIFICATIONS (including overseas) |
| Please list your education record in chronological order (most recent first) from secondary school onwards |
| From month/year | To month/year | Name of Institution | Exams taken/to be taken  | Results & 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. This must be continuous - if there are gaps in your employment history, please explain them. |
| DatesTo/From | Name and Addressof Employer | Position held & Duties (Please give brief description) | Reason for Leaving/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. Include unpaid/voluntary activities if you feel they are relevant to this application. Try to explain why you fit the job description; don’t just list everything you’ve done. Think about whether anything about your application is unusual and make a point of explaining it. Use additional space if you need to (but no more than 2 in total 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 Ltd 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 CONVICTIONS |
| Do you have **any** criminal convictions? If so, please give details here. (Note – this role will occasionally involve working in schools so is exempt from the expiry provisions of the Rehabilitation of Offenders Act)Do you have a current DBS Certificate? [YES/NO} |
| 11 ARRANGEMENTS FOR INTERVIEW |
| If you have a disability are there any arrangements we can make if you are called for an interview? Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **12 WHERE DID YOU HEAR ABOUT US?**  |
| Please state where you heard about this vacancy:

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| --- | --- | --- | --- |
| Total jobs |  | Coventry University careers |  |
| Universal job match |  | Word of mouth |  |

 Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **13 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 1998. |
| Signed:  | Please send completed applications to: |
| Date:  | **Maggie Stafford** |
| NB: Falsification of information could lead to your dismissal if appointed. | **CUREE** **8th Floor,** **Eaton House,****Eaton Road,****Coventry,****CV1 2FJ****Tel: + 44 (024) 7652 4036****Email:** **maggie.stafford@curee.co.uk** |