



APPLICATION FORM

DATA PROTECTION

In accordance with the Data Protection Act 2018, the information you provide on this form will be used only in connection with your application for employment and will not be released to anyone who does not require it for this purpose. If you are not appointed, it will be destroyed after a period of 12 months. The Monitoring for Equality form will be treated separately from the application form and will be available to Human Resources staff only for monitoring purposes.

VACANCY DETAILS

VACANCY APPLIED FOR:

Where did you first hear of this post (name of publication/website/other):

YOUR PERSONAL DETAILS

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ If other please state

Last Name:

First Name:

Preferred Name:

National Insurance Number:

YOUR CONTACT INFORMATION

Full contact address:

Home ☎

Mobile ☎

Email ✉

Please indicate your preferred method of contact:

YOUR EDUCATION & QUALIFICATIONS

Please enter details of your qualifications below, including qualification level and grade (use a continuation sheet if necessary).

Place of Learning	Subject	Qualification Level	Date Qualification Obtained (MM/YYYY)

PROFESSIONAL MEMBERSHIPS

Please provide details of professional memberships that are relevant to the position applied for and state your membership number and level of membership

Professional Body	Level of Membership	Membership Start Date

PRESENT EMPLOYMENT

Employer			
Address, or Name of Establishment		No. on Roll (if applicable)	
Job Title			
If Part-time, please give details		Date appointed (MM/YYYY)	
Duties (For teaching staff - include subjects, age groups taught and other responsibilities)			
Notice required and/or date available if appointed			
Salary		State salary scale, point & allowances, as applicable	

YOUR EMPLOYMENT HISTORY

Starting with your present/most recent post, please give your employment history in reverse date order. (Use a continuation sheet if necessary). To comply with safeguarding regulations within the education sector, you must reference any gaps when you were not in work from the time you left full-time education.

[illegible]

YOUR KNOWLEDGE, SKILLS AND EXPERIENCE

Please focus the reasons for your application on the essential criteria within the Person Specification outlined in the Job Profile. Indicate how your knowledge, skills, experience and personal attributes, either at work or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile. You may also wish to draw attention to any other qualities you feel are relevant to this vacancy. Please use continuation sheets as necessary.

Please provide
details of relevant
KNOWLEDGE

Please provide
details of relevant
SKILLS

Please provide
details of relevant
EXPERIENCE

Please provide
details of
**PERSONAL
ATTRIBUTES**

In brief, please outline below why you are interested in this post.

YOUR REFERENCES

We require two references; please give the names and addresses of two people, not relatives, **one of whom should be your present employer** (or most recent employer if you are not working). If you are in (or just leaving) full time education please give details of your tutor/head teacher as appropriate. In other circumstances please give details of someone who knows you well enough to comment on your suitability for the job. Please supply an email address for us to contact your referees. Both references cannot be from the same organisation.

References will be sought on shortlisted candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are "time expired" and any child protection concerns, if appropriate to the post.

(1) Permission to contact before interview?

☐ YES/NO

(Please delete as necessary)

Name:

Address:

Referee Contact Tel. No.

Email address:

Referee Job Title:

Relationship:

(2) Permission to contact before interview?

☐ YES/NO

(Please delete as necessary)

Name:

Address:

Referee Contact Tel. No.

Email address:

Referee Job Title:

Relationship:

YOUR SUPPORTING DOCUMENTS

If you wish, you can attach documents, such as your CV, to support the information given in this form.

GENERAL AVAILABILITY

The date of the interview should be indicated on the advertisement. In relation to this, please advise if you are interested in the post but unavailable to attend interview. In such cases if an appointment is not made following the selection procedure, we may agree to arrange an alternative date. Please advise of any times/dates that you are not available:

Date: From:

To:

Times:

Date From:

To:

Times

DECLARATION

I declare that to the best of my knowledge the information given on this form is accurate. I give my consent to the University making such reasonable enquiries as it thinks fit in respect of the information and details given in this form.

Signed:

Date:

REHABILITATION OF OFFENDERS

Professional Services Staff:

You may not withhold information about criminal convictions, cautions, reprimands or warnings **for which you are not regarded as rehabilitated** under the Rehabilitation of Offenders Act 1974 and are therefore required to answer the question below.

Teaching Staff:

Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, applicants for teaching posts are among those who are not entitled to withhold information about **any previous criminal convictions, cautions, reprimands or warnings**. You are therefore required to answer the question below.

Have you ever been convicted of a criminal offence? **YES/NO** (please delete as applicable)

If your answer is 'yes', please send particulars by post in a letter marked 'Personal - for the HR Manager', or email the information directly and confidentially to c.west@chi.ac.uk

FURTHER INFORMATION – 1 (IF APPLICABLE)

Teacher Reference No.			
Qualified Teacher Status	Yes / No	Date	
Statutory induction year completed? (if qualified after 7 May 1999)	Yes / No		

FURTHER INFORMATION – 2 (IF APPLICABLE)

Living Overseas			
Please advise if you have lived or worked outside the UK	Yes / No	Date	
If Yes, Please provide details			