

Harper Adams University College



Application for Appointment

This form should be completed in block capitals, using black ink or type and supported by a covering letter.
Please complete all sections of the form in full.

Position applied for: _____

Personal Details

Forenames _____ Surname _____ Title _____

Address _____

Postcode _____ Home Telephone No _____

Mobile No _____ Work Telephone No _____

National Insurance No _____ E-mail _____

Secondary Education

Schools (after age 11)	Dates From - To		Examinations (subject/results etc.)

Further and Higher Education

College/University	Dates From - To		Type of Course	Subjects	Qualification/ Class of Degree

Occupational Qualifications/Membership of Professional Bodies

College/Institute	Date	Qualification/Grade of Membership

Employment History

Employer (Present or most recent post first)	Dates From - To		Job Title/brief description of duties	Final Salary	Reason for leaving

Health

Do you have, or have you had, any medical condition which is relevant to your ability to do the job for which you are applying? **Yes/No**

If yes, please give brief details, including related absences from work during the last year.

Other Details

Period of notice required to terminate your current employment:

Do you need a Work Permit to work in the UK? **Yes/No**

Do you hold a full, valid Driving Licence?
Yes/No

Have you worked for the College previously? **Yes/No**

If yes, please give details

If offered this position, would you continue to work in any other capacity? **Yes/No**

If yes, please give details

From what source did you hear of this appointment?

Any additional information you may wish to bring to the attention of the College to support your application

Rehabilitation of Offenders Act 1974

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant to the post. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s).

Have you been convicted of a criminal offence which is not regarded as 'spent' under the Rehabilitation of Offenders Act 1974? **Yes/No**

Are there currently any outstanding charges against you? **Yes/No**

If 'yes', please provide details on a separate sheet. Please state the position applied for and give details of your conviction, including the date and nature of offence, date of conviction and sentence imposed. The sheet should be enclosed in a sealed envelope, addressed to the Personnel Officer and marked 'Private and Confidential'.

Certain posts, as indicated in the further particulars, are exempt from the Rehabilitation of Offenders Act 1974. Applicants for such posts are required to declare **all** criminal convictions, spent or unspent.

If you are appointed and an unspent conviction which you have not disclosed subsequently comes to light, you may be dismissed.

References

Please give the names, addresses and telephone numbers of two persons (one of whom must be your present or most recent employer) who may be contacted for a reference in connection with your application.

NB. References will normally be taken up immediately in respect of candidates selected for interview. If you do not wish any reference to be taken up at this stage enter an 'X' in the relevant box

Present/Last Employer	Other Referee
Name _____	Name _____
Address _____	Address _____
Post Code _____	Post Code _____
Telephone Number _____	Telephone Number _____
E-mail _____	E-mail _____

Data Protection

The information provided on this form may be stored in manual and/or computer files and used for personnel administration, statistical reporting and for monitoring compliance with the law and best practice in terms of equal opportunity and non-discrimination. Such use will be subject to the provisions of the Data Protection Act 1998.

You are required to sign the declaration below certifying that all the information you have provided is accurate and that you agree to the information being processed within the guidelines of the Data Protection Act 1998. The College may wish to verify any of the details you have provided.

Declaration

I declare that to the best of my knowledge the information given in this application and any accompanying document(s) is true, with nothing having been omitted that would affect this application. I agree to the information being held and processed within the guidelines of the Data Protection Act 1998.

Signature of applicant Date

**Completed application forms should be returned to:
Personnel Department, Harper Adams University College, Newport, Shropshire TF10 8NB
or via email to vacancies@harper-adams.ac.uk**

EQUAL OPPORTUNITIES MONITORING



Harper Adams is committed to achieving equality of opportunity in all aspects of College life. In order to measure the effectiveness of the College's Equal Opportunities Policy in relation to recruitment and selection of staff we need to collect information from job applicants. Please provide the information requested below and return this form with your application form.

The information provided will not be available to those involved in the selection process and will be used for monitoring purposes only.

Please complete in block capitals

Post applied for: _____ **Department:** _____

Name: _____ **Date of Birth:** _____

SEX: Are you **Male** **Female**

ETHNIC ORIGIN:

Please tick one of the following categories which you feel best describes your ethnic origin:

White - British	<input type="checkbox"/>	White - Irish	<input type="checkbox"/>	Other White background	<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>
Mixed – White and Black African	<input type="checkbox"/>	Mixed – White and Asian	<input type="checkbox"/>	Other Mixed background	<input type="checkbox"/>	Asian or Asian British - Indian	<input type="checkbox"/>
Asian or Asian British - Pakistani	<input type="checkbox"/>	Asian or Asian British Bangladeshi	<input type="checkbox"/>	Other Asian background	<input type="checkbox"/>	Black or Black British - Caribbean	<input type="checkbox"/>
Black or Black British - African	<input type="checkbox"/>	Other Black background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Other Ethnic background	<input type="checkbox"/>

NATIONALITY: _____

Are you currently resident in the United Kingdom? Yes No

DISABILITY:

Do you consider yourself to have a disability? Yes No

If so, please supply basic details

From what source did you learn of this appointment? _____

(if newspaper or journal, please state the name of the publication)

**Thank you for taking the time to complete this questionnaire.
Your co-operation is appreciated.**