

 

Genners Lane, Bartley Green, Birmingham B32 3NT

Email: recruitment@newman.ac.uk

Tel: 0121 476 1181

# **APPLICATION FOR EMPLOYMENT**

|  |  |
| --- | --- |
| Application for the post of: |  |
| Post reference number: |  |
| Applicant’s full name: |  |
| Closing date for applications: |  |

|  |
| --- |
| Guidance for the completion of the application form |
| To ensure a consistent approach with our recruitment procedure:* Candidates are requested to submit their application using this standard form to assist our processes and to ensure all applicants are assessed equally. We do not accept CVs in place of application forms.
* Applicants’ personal details in Part 1 will be detached prior to shortlisting.
* Please submit your form electronically if possible. If your application is hand-written, please use black ink.
* Please ensure your application form is completed fully, including the University’s Equal Opportunities form.

Completed applications and Equal Opportunities forms should be emailed to recruitment@newman.ac.uk before the closing date |

**ALL INFORMATION PROVIDED BY APPLICANTS WILL BE TREATED IN CONFIDENCE**

Newman University confirms its commitment to equal opportunities in employment. In all its activities as an employer, the University seeks to ensure that individuals are recruited, trained, promoted and treated fairly during the term of their employment.

###### PART 1

######

###### PERSONAL DETAILS *(The information detailed in Part 1 will not be used when shortlisting)*

|  |  |
| --- | --- |
| Title  |  |
| Surname |  | Forename(s) |  |
| Previous surname (if applicable) |  |
| Home Address |  | Post Code |  |
| Home Telephone No. |  |
| Business Telephone No. |  |
| Mobile Telephone No. |  |
| Email Address |  |
| DfEE No. |  |

**RIGHT TO WORK IN THE UK**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have the right to live and work in the UK? |  YES |[ ]   | NO |[ ]

DISCLOSURE

If you are related to any employee of Newman University or to any member of the Board of Governors, please fill in the section below:

Name:

Relationship:

**DECLARATION**

I confirm that the information on this form is correct and that any false statement may be sufficient cause for rejection, or if employed, may result in dismissal. I will produce evidence of qualifications declared in this application form. If offered an appointment, I agree to complete a medical questionnaire and undergo a medical examination if required. I understand that this information will be stored in manual and electronic files and is subject to the provisions of the General Data Protection Regulations.

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate’s Signature |  | Date |  |

(written or electronic)

PART 2 EMPLOYMENT RECORD

**PRESENT / LAST POST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position: |  | Period ofEmployment | From: | To: |

|  |  |
| --- | --- |
| Name and Address of present / last employer |  |
|  |
|  |  |
| Post Code |  | Telephone No. |  |

|  |  |
| --- | --- |
| Current / last salary |  |

|  |  |
| --- | --- |
| Date available to take up appointment (if offered post) |  |

**PREVIOUS EMPLOYMENT** (in chronological order)

|  |  |  |
| --- | --- | --- |
| Position Held | Name of Employer | Employment Period From: To: |
|  |  |  |  |

*Please continue on a separate sheet if necessary*

PART 3 EDUCATION AND ACADEMIC QUALIFICATIONS

|  |  |
| --- | --- |
| Secondary school attended and qualifications attained | Dates |
| From | To |
|  |  |  |
| Colleges / University attended | From | To |
|  |  |  |
| Degrees, Professional Training and Teaching Qualifications (including Class achieved) | Dates awarded |
|  |  |
| Please give details of qualifications for which you are currently studying | Expected completion date |
|  |  |
| Publications and Research (please list brief details including dates) |
|  |

*Please continue on a separate sheet if necessary*

**PART 4** **ADDITIONAL INFORMATION**

Please (a) detail your reasons for applying for this post and (b) how you meet the essential and desirable criteria detailed in the job specification, stating the skills and experience you would bring to this appointment.

|  |
| --- |
|  |

*Please continue on separate sheet if necessary*

**PART 5 DISCLOSURE & BARRING**

Newman University are registered with the Disclosure and Barring (DBS) service. This service is used to assess the suitability of applicants for positions of trust. It is the policy of Newman University that all relevant appointments are subject to verification from the DBS service and it undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. In accordance with the Rehabilitation of Offenders Act 1974 we require all applicants to disclose any 'unspent' criminal convictions.

Have you any 'unspent' criminal convictions? YES [ ]  NO [ ]  (Please tick as appropriate)

|  |
| --- |
| (If YES, please give details including dates) |

Further guidance can be found on <https://www.gov.uk/government/organisations/disclosure-and-barring-service> or a standard paper copy can be obtained from the Human Resources Department.

PART 6 REFERENCES

As it is our practice to obtain references prior to the Interview Stage, please give the name and address of two referees who we may approach and the capacity in which they are known to you. It is your responsibility to ensure that your referees are happy for you to provide us with their contact details. The referees named must be people who can comment authoritatively on you as a person and must include your current or most recent employer (or his / her representative). Please state if you do not wish us to contact your referees prior to interview stage.

|  |  |
| --- | --- |
|  1. Name and Full Postal Address
 |  1. Name and Full Postal Address
 |
|  |  |
| Post Code: |  | Post Code: |  |
| Capacity Known |  | Capacity Known |  |
| May we contact this referee prior to interview? |  | May we contact this referee prior to interview? |  |
| Telephone No. |  | Telephone No. |  |
| Email Address |  | Email Address |  |

PART 7 APPLICATIONS

Completed applications must be received by the published closing date. Ideally, applications will be sent to Newman University via email: recruitment@newman.ac.uk

However, if you wish to send a signed copy by post, please mark envelope ‘Strictly Confidential’ and forward to the following address:-

Human Resources Department

 Newman University

 Genners Lane

 Bartley Green

 Birmingham

B32 3NT

**PART 8 General Data Protection Regulations: Applicant Privacy Notice**

Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be securely stored in places including the University’s HR and recruitment management systems, and IT systems. Your information may be shared internally with the HR Department and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles. The University may share your data with third parties in certain circumstances. Personal data that the University uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data. In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data. If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view at: [https://www.newman.ac.uk/knowledge-base/employee-privacy-notice-](https://www.newman.ac.uk/knowledge-base/employee-privacy-notice-may-2018/)

**Thank you for your interest in working at Newman University**



|  |
| --- |
|  |
| **Equality and Diversity Monitoring** |
|  |

Newman University aims to be an equal opportunities employer and its policy is to recruit staff solely on merit. To monitor effectiveness, all applicants are asked to provide the following information in accordance with the provisions of The Equality Act 2010. Information will be stored for statistical and monitoring purposes and will remain confidential. If any of the sections below are incomplete, the Human Resources Department will assume that you prefer not to provide this information. Please enter details and/or tick the appropriate box as indicated in the sections below.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Post Ref: |  | Vacancy applied for: |  |
|  |  |  |  |

**How did you learn of this vacancy?**

|  |  |  |
| --- | --- | --- |
|[ ]  Newman University website |[ ]  Jobs.ac.uk |[ ]  Diversity Jobs |
|[ ]  Times Higher Education |[ ]  Job Centre Plus |[ ]  Other |

**About you:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | Surname |  | Forename(s) |  |
|  |  |  |  |  |  |
| DOB |  | Postcode |  | Nationality |  |

**Marital Status:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  Married  |  |[ ]  Single |  |[ ]  Widowed |
|[ ]  Civil Partnership |  |[ ]  Cohabiting |  |[ ]  Other |

**Ethnicity:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  White |  |[ ]  Black or Black British - Caribbean |  |[ ]  Other Mixed Background |
|  |  |  |  |  |  |  |  |
|[ ]  White Irish |  |[ ]  Black or Black British - African |  |[ ]  Arab |
|  |  |  |  |  |  |  |  |
|[ ]  Other White Background |  |[ ]  Other Black Background |  |[ ]  Chinese |
|  |  |  |  |  |  |  |  |
|[ ]  Asian or Asian British - Indian |  |[ ]  Mixed White and Black Caribbean |  |[ ]  Gypsy or Traveller |
|  |  |  |  |  |  |  |  |
|[ ]  Asian or Asian British - Pakistani |  |[ ]  Mixed White and Black African |  |[ ]  Other Ethnic Background |
|  |  |  |  |  |  |  |  |
|[ ]  Asian or Asian British - Bangladeshi |  |[ ]  Mixed White and Asian |  |[ ]  Not Known |
|  |  |  |  |  |  |  |  |

**Gender:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Male |  [ ]  | Female |  [ ]  | Other |  [ ]  |
| Is your gender identity the same gender you were assigned at birth? |
| Yes |[ ]  No |[ ]  Prefer not to say |[ ]

**Please indicate your age range:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 16 – 21 | 22 - 30 | 31 - 40 | 41 – 50 | 51 - 60 | 61 – 65  | 65+ |
|  [ ]  | [ ]   |  [ ]  | [ ]   | [ ]   |  [ ]  |[ ]

**Sexual Orientation:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  Bisexual |  |[ ]  Gay Man |  |[ ]  Gay Woman |
|[ ]  Heterosexual |  |[ ]  Other |  |[ ]  Prefer not to say |

**Disability:**

|  |
| --- |
| Do you consider yourself to have a disability, impairment, health condition or learning difficulty? |
| Yes |[ ]  No |[ ]  Prefer not to say |[ ]

**If ‘Yes’ please tick the relevant box(es) below:**

|  |  |
| --- | --- |
| Physical impairment or a condition that affects mobility e.g., impairment requiring use of a wheelchair or affects arm movement |[ ]  Sensory impairment, e.g. blindness, serious visual impairment |[ ]
|  |  |  |  |
| Mental health condition such as depression or schizophrenia |[ ]  Sensory impairment, e.g. deaf, serious hearing impairment |[ ]
|  |  |  |  |
| Social, communication, cognitive impairment e.g. Asperger's, autistic spectrum or head injury |[ ]  Specific learning difficulty, e.g., dyslexia, dyspraxia or ADHD |[ ]
|  |  |  |  |
| Two or more impairments and/or disabling medical conditions |[ ]  Long standing illness or health condition e.g. cancer, HIV, diabetes, epilepsy |[ ]
|  |  |  |  |
| A disability, impairment or medical condition not listed. Please specify: |[ ]  General learning difficulty, e.g. Downs Syndrome |[ ]
|  |  |  |  |
| If appropriate, detail any assistance Newman University would need to provide: |  |

**Pregnancy and Maternity:**

|  |
| --- |
| Are you currently pregnant or have you been pregnant in the last year? |
| Yes |  [ ]  | No |  [ ]  | Prefer not to say |[ ]
| Have you taken maternity leave within the last year? |
| Yes |  [ ]  | No |[ ]

**Religion: to which religion/belief group do you belong?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|[ ]  Christian  |  |[ ]  Baha’i |  |[ ]  Sikhism |
|[ ]  Christian – Anglican/C of E |  |[ ]  Buddhism  |  |[ ]  Spiritualism |
|[ ]  Christian – Methodist |  |[ ]  Hinduism  |  |[ ]  Prefer not to say |
|[ ]  Christian – Roman Catholic |  |[ ]  Islam (Muslim) |  |[ ]  Any other religion or belief |
|[ ]  Christian -Baptist |  |[ ]  Jain  |  |[ ]  No religion |
|[ ]  Christian-Other denomination |  |[ ]  Judaism  |  |[ ]  Unknown |

**General Data Protection Regulations: Applicant Privacy Notice**

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In signing this form you acknowledge and agree to the collection, storage and processing of the information you have provided for the purposes stated.

|  |  |
| --- | --- |
| **Signed :** | **Date :** |

**Thank you for your time and co-operation in completing this form**