Please complete in black ink or typescript and return to:
The Personnel Service, The University of Bolton, Deane Road, Bolton, BL3 5AB.
If you wish to receive an acknowledgement of your application, please enclose a stamped addressed envelope.

Part One - Personal Record - Academic

Post:	Reference No:
Where did you see the job advert:	

1. Personal Details

Please complete this section in Block Capitals.

Title Surname	Forename(s)	
Address Postcode	Home Telephone Number	Work Telephone Number
	Mobile Telephone Number	Email address

National Insurance Number	HESA Number	Teachers Reference Number

Would you require an employer Certificate of Sponsorship to take up this employment, if successful?	Yes ☐ No ☐
Have you been convicted of a criminal offence? A separate declaration form requesting details of any offence may be sent to shortlisted candidates	Yes ☐ No ☐
Are you related to a current member of staff? If YES, please give name and relationship	Yes ☐ No ☐
Do you have a disability?	Yes ☐ No ☐
If so, would you require any adjustments to be made if selected for interview?	Yes ☐ No ☐

2. References

Please provide the names and addresses of two referees who we may contact regarding your suitability for this. One of the referees must be your present or most recent employer so that we can verify employment dates, salary, etc.

1.Name Address Telephone Number Email address	**2.**Name Address Telephone Number Email address
Would you be happy for us to contact your nominated referee before interview Yes ☐ No ☐	Would you be happy for us to contact your nominated referee before interview Yes ☐ No ☐

3. Declaration

I understand that the personal data on this application form is needed to process my application for this post and that should I be unsuccessful, it will be destroyed twelve months after the appointment of the successful candidate.

Should I be successful in my application for this post, I understand that The University of Bolton will create and maintain computer and paper records on me based initially on the information provided in this application form. During the course of my employment and after I leave The University of Bolton, these records will be processed in accordance with the Data Protection Act 1998.

By signing below, I consent that the information in the records may be used for reports both internally within The University of Bolton and to relevant external bodies and for references to potential employers and other organisations.

I certify therefore that to the best of my knowledge and belief, the information provided in all parts of the application form is correct. I understand that should I deliberately make a false statement on this form and an offer of employment is made, my future employment could be jeopardised.

Signature	Date

Guidance Notes for Applicants

The Application Form

The University of Bolton is committed to the achievement of equal opportunity in selection. We have tried to devise procedures, which go as far as possible to eliminate any potential for discrimination. For this reason our application form is in two separate parts.

Part One asks you to provide the information which we require to process your application and to form the basis of your personal record should you be appointed.

Part Two is a record of your qualifications and skills and also gives you an opportunity to respond specifically to the Person Specification criteria. Part Two will be separated from Part One and will only be identifiable through a reference number. The shortlisting panel will not know your name, your address, your gender, your age or if you have a disability.

References are not part of the selection process and will only be taken up should you receive a firm job offer. The purpose of the reference is to establish the general accuracy of the information provided by you in the application form and at interview. All appointments are subject to the receipt of satisfactory references, medical clearance and confirmation of your legal right to work in the UK. Enhanced CRB Clearance is also required for certain roles.

It is the policy of the University to seek documentary proof of any **qualification** or **membership of a professional body** claimed by an applicant that relate to priority 1 criterion.

Applicants need to be aware that submission of a CV is **not acceptable** and only a completed application form will be considered. Additionally, if an applicant is interested in more than one vacancy, a separate application form must be submitted as it is particularly important that all criteria applicable to the individual role is addressed.

The Person Specification

The Person Specification outlines what we are looking for in candidates and how we intend to assess them. Use this information when completing your Application Form, especially in Section 10. Note that the Selection Panel may assume you do not meet any criteria you do not refer to and this could disadvantage your application. The criteria for selection are classified under three levels of priority:

Priority 1 These are essential/vital criterion. Your application will be unsuccessful if you fail to meet Priority 1 criterion.

Priority 2 Failing to meet Priority 2 criterion may not be detrimental to your chances, but it is unlikely that you will be successful if you fail to meet a number of them.

Priority 3 You do not have to meet all or any Priority 3 criterion. However, they can make a difference in competitive situations when candidates cannot be separated on the basis of Priority 1 and 2 criterion.

Additional Information

The University will pay standard class rail fare to any external applicant from any station in the United Kingdom and may also meet reasonable costs of overnight accommodation, subject to prior approval. The University reserves the right to set a limit on the cost of overnight accommodation and/or specify the establishment at which candidates will be accommodated.

The University does not offer relocation expenses to successful candidates. Guidance can be offered in finding temporary accommodation – local Estate Agencies, Halls accommodation etc.

Should you have any difficulty in completing either your Application Form or the Equal Opportunities Monitoring Form, please do not hesitate to ring the Personnel Service for advice on (01204) 903574.

The University of Bolton Data Protection Act Statement

In order to provide a service to you the University records and processes a variety of personal information about you.

All the personal information provided by you and any other information kept about you for the purpose of providing our service to you, will be treated in confidence and will not be disclosed to any third parties, except where permitted by law, or where your consent has been received.

To monitor the success of the University's equal opportunities policy, we will record and process details of your ethnicity and any disabilities for the purpose of statistical analysis. We are obliged to provide this information to the Higher Education Funding Council for England and its agencies for their statistical analysis. We will record details of any criminal convictions you may have to ensure the suitability of the service we provide to you and to enable us to conform with the Protection of Children Act 1999. The uses of your personal information are covered by our notification under the Data Protection Act 1998. Under the terms of the act you have the right to obtain a copy of the information we hold about you, upon payment of the appropriate fee.

Part Two - Qualifications & Experience

Post:	Reference No:
Where did you see the job advert:	

Sections 4-9 should be in chronological order, starting with the earliest course/qualification/post

4. School Education

Secondary School (or equivalent)	Subjects Studied	Mode of Study	Qualification	Class/Grade

5. Qualifications to Graduate Level

College/University/Other Awarding Body	Subjects Studies	Mode of Study	Qualification	Class/Grade

6. Postgraduate Qualifications

College/University/Other Awarding Body	Subjects Studies	Mode of Study	Qualification	Class/Grade

7. Professional Qualifications

Membership Body	Title of Qualification	Method of Qualification

8. Details of Current (or Most Recent) Employment

Post Held		
Give brief details of duties and degree of responsibility		
Employer's Name and Address	Commencing Date	Salary and Grade
	Reason for leaving	
	Period of notice required to terminate employment	

9. Details of Previous Employment

Post Held and brief details of duties, degree of responsibility and reason for leaving. Please mention any gaps in employment and reasons for the gap.	Employer	Dates (Optional)

Details of Previous Employment (Cont.)

Post Held and brief details of duties, degree of responsibility and	Employer	Dates

reason for leaving. Please mention any gaps in employment and reasons for the gap.		(Optional)
(Continue on separate sheet if necessary)		

10. Supporting Information

Please use this section to demonstrate how you meet the criteria as laid out in the enclosed Person Specification.

It is in your interests to address each criterion on the Person Specification. The Selection Panel may assume that you do not meet any criterion that you do not address. For example, please highlight your qualifications, skills/Knowledge, Experience, Personal Qualities and Other in order i.e. 1a, 1b, 2a, 2b etc. If a criterion is fully covered in an earlier Section of Part Two of your application, you may cross-reference.

Please continue on a separate sheet if necessary.

Supporting Information (Cont.)

(Continue on separate sheet if necessary)

Equal Opportunities Monitoring Form

The University of Bolton is committed to developing positive policies to promote equal opportunities in employment and prohibiting unlawful or unfair discrimination on the grounds of an employee's age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion of belief, sex and sexual orientation.

In order to ensure that these policies are being carried out, and for no other purpose, all applicants for employment, promotion or other advancement are asked to provide this information. The Personnel Unit on (01204) 903574 will be able to help if you have any queries.

Thank you for your co-operation.

Application for appointment as:	Ref No:

Please tick ☑ as appropriate and ensure that you complete ALL sections

1. **Sex**:

❑ Male ❑ Female

2. **Age Band**:

❑ 16-20 ❑ 21-25 ❑ 26-30 ❑ 31-35 ❑ 36-40

❑ 41-45 ❑ 46-50 ❑ 51-55 ❑ 56-60 ❑ 61-65

❑ Over 65

3. **Dependants**:

❑ Pre-school ❑ School age ❑ Other ❑ No dependants

4. **Ethnic Origin**:
Please indicate your Ethnic Classification by ticking the most appropriate category below

White	❑ British	❑ Irish	❑ Any other white background	
Mixed	❑ White/Black Caribbean	❑ White/Black African	❑ White/Asian	❑ Any other mixed background
Asian or Asian British	❑ Indian	❑ Pakistani	❑ Bangladeshi	❑ Any other asian background
Black or Black British	❑ Caribbean	❑ African	❑ Any other black background	
Chinese or Other	❑ Chinese	❑ Any other background	❑ Any other ethnic group	

Equal Opportunities Monitoring Form (Cont.)

5. **Disability**:
If you are likely to be regarded as disabled* under the Equality Act 2010, please tick the category that corresponds to your most significant resultant impairment
[*anyone with a physical or mental impairment, which has a substantial and long-term adverse effect upon their ability to carry out normal day-to-day activities]

- ❑ **No known disability**
- ❑ **Specific Learning Disibility** (such as dyslexia or dyspraxia)
- ❑ **General Learning Disability** (such as Downs Syndrome)
- ❑ **Cognitive Impairment** (such as Autistic Spectrum Disorder or resulting from a head injury)
- ❑ **Long standing illness or health condition** (such as Cancer, HIV, Diabetes, Chronic Heart Disease)
- ❑ **Mental Health Condition** (such as Depression or Schizophrenia)
- ❑ **Physical Impairment or Mobility Issues** (such as difficulty using arms or using a wheelchair or crutches)
- ❑ **Deaf or Serious Hearing Impairment**
- ❑ **Blind or Serious Visual Impairment**
- ❑ **Other Type of Disability**

*NOTE: If more than 1 disability status applies, please number in order of how they affect you.

6. **Where did you FIRST see/hear about this vacancy? (Indicate ONE choice only)**

❑ Times Newspaper	❑ Manchester Evening News	❑ Bolton News
❑ Guardian Newspaper	❑ Jobs Northwest	
❑ Other Newspaper (please specify)	_____	
❑ Other Publication (please specify)	_____	
❑ University of Bolton web site	❑ Jobs.ac.uk web site	❑ Job Centre
❑ Other web site (please specify)	_____	
❑ Internal Staff Bulletin	❑ Personal contact	
❑ Other (please specify)	.....	