

APPLICATION FORM: QUALIFICATIONS

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| DETAILS OF POSITION APPLYING FOR: | |
| Position applied for: |  |
| Position reference number: |  |

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| SCHOOL EDUCATION: | | | |
| Please include all relevant qualifications you currently hold and those you are working towards, starting with the most recent. If you are waiting for confirmation of grade, please put “expected grade” and “date expected”. | | | |
| Subject: | Mode of Study: | Qualification: | Class/Grade: |
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| FURTHER / HIGHER EDUCATION: | | | |
| Please include all relevant qualifications you currently hold and those you are working towards, starting with the most recent. If you are waiting for confirmation of grade, please put “expected grade” and “date expected”. | | | |
| Subject: | Mode of Study: | Qualification: | Class/Grade: |
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| POSTGRADUATE / PROFESSIONAL QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS: | | | |
| Please include all relevant qualifications and professional memberships you currently hold and those you are working towards, starting with the most recent. If you are waiting for confirmation of a grade, please put “expected grade” and “date expected”. | | | |
| Subject: | Mode of Study: | Qualification: | Class/Grade: |
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| If you require further space to complete the above, please use and additional sheet and return with the  completed application. Please also provide a separate list of all your publications. | | | |

APPLICATION FORM: EXPERIENCE

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| DETAILS OF CURRENT (OR MOST RECENT) EMPLOYMENT: | | | | |
| Position held: | |  | | |
| Details of duties / degree of responsibility: | | | | |
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| Employers name and address: | | | Employment details: | |
| Employer: |  | | Start date (current role): |  |
| Address: |  | | End date: |  |
|  |  | | Notice period: |  |
|  |  | | Reason for leaving: |  |
| Postcode: |  | | Salary and grade: |  |
| Telephone number: |  | | Date initially started with this employer: |  |
| Email address: |  | |

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| DETAILS OF PREVIOUS EMPLOYMENT: | | |
| Please provide details of position, employer and dates of employment. Feel free to add brief details of duties, degree of responsibility and reason for leaving on a separate sheet. | | |
| Position Held: | Employer: | Dates: |
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APPLICATION FORM: RELEVANCE TO PERSON SPECIFICATION

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| SUPPORTING INFORMATION: |
| Please use this section to demonstrate how you meet the criterion as laid out in the relevant Person Specification.  It is in your interests to address each criterion on the Person Specification. The Shortlisting Panel may assume that you do not meet any criterion that you do not address.    For example, please highlight your qualifications and experience in order of the person specification e.g. 1a, 1b, 2a, 2b etc. If a criterion is fully covered in an earlier section of the application form, you may cross reference. Please attach additional sheets if necessary.  To be eligible to be shortlisted **you must meet all essential criteria**.  Submission of a CV is **not acceptable** - unless a CV is specifically requested in the job advert. However, please provide a separate list of **all publications** in support of your application. |
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| HOW TO APPLY: |
| Please return this form, along with the Confidential Record and Equal Opportunities Monitoring Form, to: [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk).  We would prefer that you email your completed forms to the above email address, however, if you are unable to do so, please return to:  **Human Resources, University of Bolton, Deane Road, Bolton, Lancashire, BL3 5AB**.  Please note, if you have not heard within four weeks of the closing date of the advertisement (or within a week of the proposed interview date, where indicated), please assume that your application has been unsuccessful.  Due to the number of applications currently being received, we are not able to offer feedback to those candidates not shortlisted for interview. |