

CONFIDENTIAL RECORD

DETAILS OF POSITION APPLYING FOR:			
Position applied for:			
Where did you FIRST see the vacancy advertised:			
Position reference number:			
PERSONAL DETAILS:			
First Name:		Surname:	
Preferred Name:		Title:	
Address:		Home Telephone:	
		Work Telephone:	
		Mobile Telephone:	
Postcode:		Email Address:	
National Insurance Number:			
HESA number (if applicable):			
Teacher's Reference number (if applicable):			
Are you a current member of staff:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you related to a current member of staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If 'YES' please give their full name and relationship			
ELIGIBILITY INFORMATION:			
This section is used to assess eligibility for employment in line with UK law.			
Are you a European Economic Area/ EU national:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'NO', are you eligible to work in the UK without restriction:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details e.g. what type of visa do you have/what is the expiry date?			
Would you require an employer Certificate of Sponsorship to take up any offer of employment?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
CRIMINAL CONVICTIONS:			
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) ?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
A separate declaration form requesting details of any offence may be sent to shortlisted candidates			
DISABILITY INFORMATION:			
Do you have a disability?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'YES', would you require any adjustments to be made if selected for interview?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

REFERENCES:

Please provide the names and addresses of two referees we can contact regarding your suitability for this role. One of your referees must be your current or most recent employer so that we can verify employment dates for your most recent role in the organisation

REFERENCE 1:

REFERENCE 2:

Name:		Name:	
Position/Relationship:		Position/Relationship:	
Address:		Address::	
Postcode:		Postcode:	
Telephone number:		Telephone number:	
Email address:		Email address:	
Would you be happy for us to contact your nominated referee before interview?			
Reference 1:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Reference 2:	Yes <input type="checkbox"/> No <input type="checkbox"/>

DECLARATION:

I understand that the personal data on this application form is needed to process my application for the position and that should I be unsuccessful, it will be destroyed twelve months after the appointment of the successful candidate. Any pre-employment information kept on the HR database about the successful candidate will also be deleted twelve months after appointment.

Should I be successful in my application for the position, 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, these records will be processed in accordance with the Data Protection Act (1998).

By ticking the box below, you are consenting that the information in the records may be used both internally within the University of Bolton and to relevant external bodies and for references to potential employers and other organisations.

Furthermore, you are certifying that to the best of your knowledge and belief, the information provided in all parts of the application is correct. Should you deliberately make a false statement on this form and an offer of employment is made, your future employment could be jeopardised.

Please tick the box to confirm you understand and agree to the above declaration:

Signature: _____
(if sending in the post)

HOW TO APPLY:

Please return this form, along with the Application Form, Equal Opportunities Monitoring Form, to:
jobs@bolton.ac.uk.

We would prefer that you email your completed forms to the email address above, however, if you are unable to do so, please sign the form and return to:

Human Resources, University of Bolton, Deane Road, Bolton, Lancashire, BL3 5AB.