

APPLICATION FOR EMPLOYMENT

Post: _____ **Post Reference No:** _____

Faculty / School / Department: _____

1. Personal Details

Surname _____ Initials _____ Title _____

Present Address _____

Email Address _____

Telephone No. Home _____ Business _____ Mobile _____

2. Secondary Education

Year _____ Qualifications (including subjects and grade) _____

3. Further/Higher Education

University/College	Full-time/day release/evening	From	To	Qualifications Gained
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4. Membership of Professional or Technical Institutions

Institution or Society	Class of Membership	Date attained
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5. Vocational Training

Detail below any training courses you have attended, and any supplementary qualifications or certificates attained which are not mentioned above and which you consider are relevant to the position applied for.

6. Present Employment (or most recent position held if not currently in employment)

Name & Address of employer	Position Held	Date Started	Date Left (if applicable)	Reason for leaving/ wishing to leave
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Present Salary _____ Salary Scale _____ Notice Required _____

To whom are you responsible and what are your duties and responsibilities?

7. Previous Employment (please place most recent post at No. 1)

1.Name & Address of employer	Position Held	Date Started	Date Left (if applicable)	Reason for leaving/ wishing to leave
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Duties & responsibilities _____

2.Name & Address of employer	Position Held	Date Started	Date Left (if applicable)	Reason for leaving/ wishing to leave
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Duties & responsibilities _____

3.Name & Address of employer	Position Held	Date Started	Date Left (if applicable)	Reason for leaving/ wishing to leave
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Duties & responsibilities _____

PLEASE LIST ANY OTHER EMPLOYMENT ON A SEPARATE SHEET

8. References

References MUST include one from your manager/supervisor or if you are not currently in employment your most recent manager. The other reference should ideally be from a senior person who knows you in a professional capacity. Neither referee should be a relative.

(1)Name _____ Job Title _____
Address _____
Telephone No _____ Relationship to applicant _____

May a reference be sought prior to interview? YES / NO

(2)Name _____ Job Title _____
Address _____
Telephone No _____ Relationship to applicant _____

May a reference be sought prior to interview? YES / NO

9. Disability

The University welcomes applications from disabled people. If you have a disability or medical condition please note this below. Please also provide details of any arrangements or adjustments you consider may assist you in fulfilling the duties of the post.

10. Attendance

How many days absence (excluding annual leave) have you had over the past 2 years? (Please give an indication of the reasons for each period of absence).

11. Recruitment Advertising

Where did you see the post advertised – please circle:

Internal University Public Website Newspaper Recruitment Website Job Centre

Please specify which Website or Newspaper _____

12. Information in Support of your Application

Please state briefly how your experience, knowledge and skills and past achievements relate to the requirements of this post. If you are not in paid employment this may include eg. voluntary work or community interests. Also state briefly your reasons for applying for this post. If necessary, please attach an additional sheet.

13. Declaration

- I declare that the details given on this form and CV are accurate and I understand that the University reserves the right to withdraw any offer of employment or to take disciplinary action, up to and including summary dismissal, if the information given by me is inaccurate or misleading.
- I consent to information contained in this application form and attached CV and any other information subsequently provided by me as part of the selection process being held by the University and used for the purposes of recruitment and, if I am successful, for the purposes of employment.

Signature _____

Date _____

Please return this form to:

The Department of Human Resources, University of the West of Scotland, Paisley, PA1 2BE or email to humanresources@uws.ac.uk

Please attach your CV, your Equal Opportunities form and a covering letter if appropriate. If appointed you will be required to produce evidence of your eligibility to work in the UK and originals of qualifications. Any employment offer is conditional upon satisfactory references and health review.