

APPLICATION FOR AN ACADEMIC POST

For office use only
CANDIDATE
NUMBER

Application for the post of:

Ref:

Please complete this form in type or in black ink. If there is insufficient space for your information continue on a separate sheet of paper.

YOUR DETAILS

Surname: Forename(s): Title:
Address:
Postcode:
Home Telephone: Work Telephone: Mobile:
Email: When is the best time to contact you?
Can we contact you at work? No Do you require a work permit to work in the UK? No

REFERENCES

Name, postal address, email address and position of three persons, including your existing or last employer, to whom reference may be made in support of your application concerning your professional ability and performance at work. Please indicate if we can take up references immediately.

1. Name:	Relationship	<i>Refs</i>
Address:		No
Tel No:	Email:	
2. Name:	Relationship	<i>Refs</i>
Address:		No
Tel No:	Email:	
3. Name:	Relationship	<i>Refs</i>
Address:		No
Tel No:	Email:	

ACADEMIC APPLICATION

DECLARATION

I confirm that the information provided is true and correct, and understand that providing false or misleading information will disqualify me from appointment, or if appointed, could lead to termination of appointment.
Additionally, I understand that if I am applying for a post within the Brighton and Sussex Medical School (a joint venture between the Universities of Brighton and Sussex with the involvement of local NHS trusts) it may be necessary for the information I have supplied to be shared with these other organisations. Under the terms of the Data Protection Act I give my consent, by signing below, that the information I have supplied be shared with the University of Brighton and/or local NHS trust as necessary as part of the selection process. If you have any queries about this matter, you should contact the HR Division, University of Sussex, Tel: 01273 877769.

Signed: Date:

Where did you see this post advertised?

Please detail any other post(s) at this University for which you have recently applied?

GUIDANCE NOTES FOR JOB APPLICANTS

Completing the Application Form

Please read the application form thoroughly and complete it in type or **black ink** to aid photocopying. Please ensure that you complete **all** sections. Your application will be treated in the strictest confidence. Where answers require additional detail, this should be provided on the continuation sheet at the back of the form. **If you wish to submit a CV, this should be provided in addition to completing the application form.** Application Forms **must** be completed in full. The information that you provide in your application form and other supporting information is the only information we will use in deciding whether or not you will be short listed for interview. The information on the Monitoring Form is seen by Human Resources personnel **only**.

Work Record

Start with your present or last employer and then list the work you have done previously. Please detail any gaps in employment as fully as possible. If you have never been employed or have been unemployed for some time, please give details of other experience or training. Please also provide details of any unpaid or voluntary work. Further information may be added on a separate sheet if necessary.

Additional Information

Here you should explain why you should be chosen for the job. You must decide from the further particulars/job description/person specification whether you have the necessary skills and experience to apply for the position, and provide examples of how you meet the criteria of the post.

Equal Opportunities Monitoring Form

The University of Sussex is committed to equality of opportunity and will consider all applications on the basis of merit alone. We need to ask you for this information in order to ensure fairness and compliance with UK Law.

Gender and Age

We need to monitor males/females in all posts. Age data is required in order to ensure compliance with UK legislation.

Ethnicity and Country of Birth/Postcode

The University is proud of the international diversity of its staff and students and has a policy on Race Equality in place, in accordance with our duties under the Race Relations (Amendment) Act 2000. Ethnicity data is important, as we need to monitor carefully in order that we can ensure that we address any areas of under-representation. Any personal data collected through this exercise will only be used by the University in accordance with the provisions set out in the Data Protection Act.

The University operates a strict policy entitled "Code of Practice on Handling Personal Information". This stresses that all information will be held securely and confidentially.

Disability

If you are a disabled person and you require adjustments to be made to the application or interview process please contact us to discuss your requirements. Please let us know if you require the documentation in an alternative format or by email. It would be helpful if you could contact us immediately you are notified of an interview in order that we can make any necessary arrangements for you. The University is committed to ensuring that Reasonable Adjustments are provided, where appropriate and practicable, for any disabled employee who meets the Definition of Disability outlined in the Disability Discrimination Act 1995 and in order that they can perform their duties effectively (please see the Monitoring Form for the Definition of Disability).

Sickness Record

Please state how many days sickness absence you have taken within the past 12 months, clearly indicating length of each separate period of absence (i.e. number of days), reasons for absence, and month absence occurred in. Should your application progress to the interview stage, information supplied will be confirmed with your current/most recent employer when calling for reference. Any offer of appointment will be subject to the satisfactory completion of a health questionnaire.

Criminal Convictions

We treat this information in accordance with our obligations outlined in the Criminal Records Bureau Code of Practice and undertake to treat all applicants for positions fairly. We operate a policy on the recruitment of ex-offenders. A criminal record will not necessarily be a bar to appointment within the University.

We only need to know about 'unspent' convictions, unless the post is one that involves direct contact with children or vulnerable adults and where we need to know about **all** unspent or spent convictions. Disclosures of convictions may be requested from the Criminal Records Bureau in relation to posts where there is substantial direct contact with persons under the age of 18, or with vulnerable adults. Applicants will be treated on an individual basis, in relation to the specific job and the relevance of any conviction(s). A disclosure via the Criminal Records Bureau will only be sought for a relevant position once an individual has been offered a post. We will discuss the relevance of any convictions at interview. However, failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment. If a disclosure is required and that process reveals previous convictions, the contents of the disclosure will be discussed with the applicant prior to any withdrawal of a conditional offer of employment.

Information concerning convictions that is disclosed on the monitoring form will only be seen those who need to see it within the university. Information concerning applicants who are not selected will be destroyed. If you have any questions or would like to obtain a copy of the Code of Practice or the University policy please contact Human Resources Division.

References

References will only be taken up for short listed candidates. Please give the name, address, telephone number and email address (if known) of at least **two** referees, **including your existing or last employer**, to whom reference may be made in support of your application concerning your professional ability and performance at work. If this is your first job, one reference should be from your head teacher, lecturer or similar. Please ensure your referees are in a position to respond promptly as no appointment will be made without receipt of satisfactory references. For academic posts references will be requested prior to interview. Appointments will be offered subject to receipt of satisfactory references, unless advised otherwise.

Completed applications must be returned by the closing date shown on the job advertisement. We will only acknowledge receipt of completed applications where a stamped addressed envelope is sent to us for this purpose. If you have not been contacted within 3 weeks of the closing date, please assume that your application has been unsuccessful.

CURRENT EMPLOYMENT

Job Title: _____ Present Salary: _____
 Duties: _____
 Name & Address of Employer: _____
 Postcode: _____
 Date Appointed to this post: _____ Period of notice required/date able to start: _____

PREVIOUS POSTS HELD

Start with the most recent employer and detail any gaps not covered by paid employment.

Dates		Name of employer and nature of business	Position held/Duties & Responsibilities	Salary	
From	To			Start	Finish

HIGHER EDUCATION & QUALIFICATIONS

Start with the highest qualification.

Dates		Institution Attended	Qualifications	Subject & Class
From	To			

CANDIDATE NUMBER:

CONSULTANCIES		
Dates	Organisation	Duties

POSTGRADUATE STUDENT SUPERVISION	
Number of postgraduate students supervised and fields of research	Degrees obtained/in progress

RESEARCH FUNDING OBTAINED			
<i>Within the last five years.</i>			
Dates		Funding Body	Title of Project/Funding (£) Secured
From	To		

ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

e.g. reasons for applying for this post and how you meet the selection criteria

A large empty rectangular box for writing the additional information.

Please continue overleaf

CANDIDATE NUMBER:

ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

Continued from overleaf

CANDIDATE NUMBER:

SICKNESS RECORD

Please read Guidance Notes (Sickness Record), found at the front of the application form, prior to completing this section.

CRIMINAL RECORD

*Do you have any unspent criminal convictions? YES/NO. If YES please give details.
Certain appointments will be subject to a report from the Criminal Records Bureau.*

Have you ever left a job for any reason other than resignation or end of a fixed term contract? If so please give details.

Please tick to indicate if you have been
(a) previously employed by the University of Sussex and/or
(b) have studied at the University of Sussex

Equal opportunities monitoring form

The University of Sussex is committed to equality of opportunity and will consider applications solely on the basis of merit and the ability to do the job. **The data collected here is used for Equal Opportunities Monitoring only and will be kept separately from your application form.** It will assist the University to support and encourage under-represented groups and promote diversity.

Any personal data collected here will be held securely and confidentially and only used by the University in accordance with the provisions set out in the Data Protection Act 1998.

Please complete the sections below by circling the categories or ticking the boxes where appropriate.

Date of Birth **Gender** Male Female

Disability

Have you a disability that is covered by the Disability Discrimination Act? **Yes** **No**

When answering this question please note that under the Disability Discrimination Act 1995 you are considered to be disabled if you have a mental or physical impairment which has a substantial and long term adverse effect upon your ability to carry out normal day to day activities.

If **Yes** what is your impairment? Please tick any of the following that apply:

- | | |
|--|---|
| <input type="checkbox"/> Mobility impairment/wheelchair user | <input type="checkbox"/> Blind/visual impairment |
| <input type="checkbox"/> Deaf/hearing impairment | <input type="checkbox"/> Mental health/learning difficulty |
| <input type="checkbox"/> Unseen impairment
(e.g. diabetes/heart disease/epilepsy) | <input type="checkbox"/> Autism spectrum disorder (eg
Asperger's Syndrome) |
| <input type="checkbox"/> Dyslexia/other SpLD | <input type="checkbox"/> Other impairment * |

*Please specify:

Ethnic Background

Please note that ethnic background is not about nationality, place of birth or citizenship. It is about colour and broad ethnic grouping. People may belong to any of the groups listed below. Please tick any of these that apply.

- | | |
|---|--|
| <input type="checkbox"/> <u>White</u>
<input type="checkbox"/> White British | <input type="checkbox"/> <u>Black or Black British</u>
<input type="checkbox"/> Caribbean |
| <input type="checkbox"/> White Irish | <input type="checkbox"/> African |
| <input type="checkbox"/> Other White background | <input type="checkbox"/> Other Black background |
| <input type="checkbox"/> <u>Asian or Asian British</u>
<input type="checkbox"/> Indian | <input type="checkbox"/> <u>Mixed</u>
<input type="checkbox"/> White and Black Caribbean |
| <input type="checkbox"/> Pakistani | <input type="checkbox"/> White and Black African |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> White and Asian |
| <input type="checkbox"/> Other Asian background | <input type="checkbox"/> Other Mixed background |
| <input type="checkbox"/> <u>Chinese or other ethnic group</u>
<input type="checkbox"/> Chinese | |
| <input type="checkbox"/> Other ethnic background | |

Country of Birth
Nationality

Postcode where you live now

8 Thank you for completing this section of the form which will be detached and kept separately from your job application form.