

Application Form



The University of
Nottingham

Application for the post of:

Ref:

Human Resources Department
Highfield House
The University of Nottingham
University Park
Nottingham
NG7 2RD

Please fully complete this form in black ink in accordance with the instructions in the covering letter and return to the Human Resources Department.

Please turn over



Surname:	Forenames:
Prof/Dr/Mr/Mrs/Ms/Miss	Date of Birth: Age:
Present/Correspondence Address:	Home Address (If different):
Postcode:	Postcode:
Business Telephone (<i>inc STD code</i>): (If we may contact you there)	Home Telephone (<i>inc STD code</i>):
Email:	Fax No:

Higher Education (University Degrees, Diplomas, Professional Qualifications, etc)

Present/Last Employer (<i>if not currently employed</i>) Name and Address:	Position Held:
	Date Started:
	Date Left:
	Salary/Wage:
	Notice Period

References - Details of 3 persons to whom references may be made. One referee should be your employer (if currently unemployed, your last employer)			
Name			
Address			
Tel No			
Fax No			
Email			

Recruitment Source (Where did you learn of this vacancy?): (If by advertisement, please state which publication)

Please declare any criminal convictions against you, excluding any convictions which are "spent" under the Rehabilitation of Offenders Act 1974. (If appropriate, please state NONE TO DECLARE)
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The data on this application form will be used for the purpose of personnel administration and legitimate issues relating to employment. The University will observe the principles of the Data Protection Act 1998 at all times. I confirm that the details given by me in this application are accurate. I understand that any false statement or failure to disclose information, where required to do so will if engaged, render me liable to disciplinary action which may include dismissal. Signed: Date:
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EQUAL OPPORTUNITY MONITORING

Application for the post of:

Ref:

Applicants full name:

THE UNIVERSITY OF NOTTINGHAM IS AN EQUAL OPPORTUNITY EMPLOYER. It is our intention to ensure that job applicants and staff are treated solely on the basis of their merits, abilities and potential, regardless of gender, race, colour, nationality, ethnic or national origin, age*, socio-economic background, disability, religious or political beliefs, trade union membership, family circumstances, sexual orientation or other irrelevant distinction.

This information is used to assist us in monitoring the effectiveness of our policy and WILL NOT be taken into consideration for short-listing and interviewing purposes. In accordance with the Data Protection Act 1998, the University will seek your explicit permission should it intend to process any sensitive personal data for any reason other than Equal Opportunity purposes or exercising a legal right or obligation required by law. Sensitive data includes your racial or ethnic origin, sexual life, political beliefs, trade union membership, religious beliefs, physical or mental health and criminal offences.

PLEASE COMPLETE THE FOLLOWING:

1. **SEX:** *(Please tick)*

Male

Female

2. **DISABILITY:**

Do you have a disability? YES/NO

If you have answered yes, please give details:

Do you have any condition, which requires special working arrangements to be made? YES/NO

If you have answered YES, please give details:

3. **NATIONALITY:** *Please state e.g. French, British, Chinese*

4. **Do you need permission to work in the UK?:** YES/NO

5. **ETHNIC ORIGIN** (see over)

PTO

*Subject to the normal pay and retirement conventions and University regulations on admission.

OFFICE USE ONLY:

SHORT-LISTED

INTERVIEWED

APPOINTED

ETHNIC ORIGIN

Choose one section from (a) to (f) then tick the appropriate box to indicate your background.

(a) White

British

English

Scottish

Welsh

Other, please specify

Irish

Any other White background

Please specify below

(b) Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background

Please specify below

(c) Asian or Asian British (Asian English, Asian Scottish or Asian Welsh)

Indian

Pakistani

Bangladeshi

Any other Asian background

Please specify below

(d) Black or Black British (Black English, Black Scottish or Black Welsh)

Caribbean

African

Any other Black background

Please specify below

(e) Chinese or Chinese British (Chinese English, Chinese Scottish or Chinese Welsh)

Chinese

Any other Chinese background

Please specify below

(f) Any other background (not listed above)

Please specify below