

**APPLICATION FORM**

You are encouraged to use the University’s online e-recruitment system to apply for jobs (<http://jobs.leeds.ac.uk>). If you can’t apply online you can use this form.

If applying using this form, you will also need to complete the attached equal opportunities monitoring form which should be separated from the rest of your application, put in a sealed envelope and sent to: EO Monitoring, Human Resources, 11.11 EC Stoner building, University of Leeds, LS2 9JT.

**Please return the application form to the contact identified on the specific job for which you are applying.**

If you need a copy of this form in an alternative format (for example, Braille, audio or large print), or if you are unable to print an application form please contact us. – Contact details can be found in section 11.

**Please complete sections 1-10 of the application form. The form should be completed in black ink or type.**

|  |
| --- |
| **Section 1: Job details** |
|  |
| Post applied for: |       |
| Job reference no: |       |
| Faculty/Service/School/Hall where vacancy exists: |       |
| Where did you see the post advertised? |       |

|  |
| --- |
| **Section 2: Personal details** |
|  |
| Surname/family name:      | First name(s):      |
| Address:     Postcode:       | Known as:      |
| Title:      |
| Home telephone number:      |
| National Insurance number:      | Work telephone number:      |
| Nationality:      | Mobile number:      |
| Do you need a work permit / certificate of sponsorship to take up this appointment? | Email address:      |
| If you have answered 'no' above, and you are from outside of the EC or EEA please state the category under which you are entitled to work in the UK (These categories are available via the Border Agency website at <http://www.bia.homeoffice.gov.uk/>)      |

|  |
| --- |
| **Section 3: Career history** |
|  |
| Please provide information about all relevant previous employers, starting with the most recent, and information about any significant gaps in your employment history. |
| **Present/most recent employment** |
| Name of employer:       | Job title:       |
| Address:      Postcode:       | Current salary:       |
| Notice period:       |
| Pension scheme:       |
| Start date:      End date:      | Benefits:      |
| Reason for leaving if no longer employed:      |

**Previous employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer**(name and address) | **Position held** | **Dates employed** | **Reason for leaving** |
|       |       |       |       |

**Continue on separate sheets, if required**

|  |
| --- |
| **Section 4: Clinical staff**  |
| **This section should only be completed by clinical staff.**  |
| Professional registration, e.g. GMC, GDC, NMC, (please state number, name of professional body, expiry date and whether you have full membership or not). |
| Professional body:       | Number:       |
| Membership status:      | Expiry date:      |
| Are you currently the subject of a fitness to practise investigation or proceedings by a licensing or regulatory body, in the UK or in any other country?  |
| Have you been removed from the register or have conditions been made on your registration by a fitness to practise committee or the licensing or regulatory body, in the UK or in any other country?  |

|  |
| --- |
| **Section 5: Education and qualifications** |
|  |
| Please list your most recent qualification first. Continue on a separate sheet if needed. Name of institution | Qualification (including subject) | Grade and date |
|       |       |       |

|  |
| --- |
| Membership of professional societies or associations |
|       |

|  |
| --- |
| **Section 6: Additional supporting information** |
|  |
| Please use the space below to tell us about your skills and experience and how they satisfy each of the criteria in the person specification. You might find it helpful to use the person specification criteria as headings to structure this section. Please continue on separate sheets if required.For teaching or research posts, you should also attach a separate sheet(s) or CV, setting out teaching and research interests and publications (including the title, reference and date of each publication). |
|       |

|  |
| --- |
| **Section 7: Referees** |
|  |
| **Please provide the contact details of three referees, one of whom should be your current or most recent employer or line manager. If you have no, or limited previous employment, please provide referees from your school, college or training scheme or from any voluntary/temporary work. Do not include family members or friends.**  |
| Title:       | Job title:       |
| Name:       | Name of organisation:       |
| Telephone number:       | Address:     Postcode:       |
| Email address:      |
| Please indicate whether a reference may be obtained prior to interview |
| Relationship to you:       |
|  |
| Title:       | Job title:       |
| Name:       | Name of organisation:       |
| Telephone number:       | Address:     Postcode:       |
| Email address:      |
| Please indicate whether a reference may be obtained prior to interview |
| Relationship to you:       |
|  |
| Title:       | Job title:       |
| Name:       | Name of organisation:       |
| Telephone number:       | Address:     Postcode:       |
| Email address:      |
| Please indicate whether a reference may be obtained prior to interview |
| Relationship to you:       |
| Relationship to you:  |

|  |
| --- |
| **Section 8: Other personal details** |
| **Criminal convictions**Do you have any criminal convictions which are not spent? In most cases a spent criminal record need not be declared. However, certain posts are exempt from the Rehabilitation of Offenders Act 1974 and even a spent criminal record must be disclosed unless it is “protected”. The job information will indicate whether the post for which you are applying for is exempt. For all posts, please submit as a separate document with full details of any unspent criminal convictions or any criminal proceedings that are pending against you. In addition, for exempt posts, please provide full details of any spent convictions which are not “protected”. On this document, please state clearly your full name the job reference number and job title of the post for which you are applying. This document should either be sent in an envelope marked “**Private and Confidential**” or emailed to the Recruitment Officer, whose contact details are shown in section 11. .This information will only be considered if your application is shortlisted; if you are unsuccessful at this stage, then the information will be destroyed. If you declare a conviction, this will not necessarily prevent you from being offered a position at the University. |
| **Connections with the University**Have you previously been employed by the University of Leeds OR are you known to any member of the appointing Faculty/School/Service/Hall?Please specify which Faculty/Service/Hall you previously worked for OR how you are known to the appointing Faculty/School/Service/Hall:      |
| **Safeguarding of applicants under 18 years old**We need to make sure we can put appropriate safeguarding measures in place for our job applicants and employees who are under 18 years old. Please indicate if you are under 18 years old at the time of making your application. |
| Under 18 years old:If you are under 18 years old, please provide your date of birth:       |

|  |
| --- |
| **Section 9: Support for applicants and staff with disabilities, impairments or health conditions**  |

**Support for applicants:**

We want to make sure that all candidates have equal access to our recruitment and selection procedures. If you have a disability, impairment or long-term health condition that may affect your ability to complete this form, or if you need any adjustments to be able to attend an interview or take part in the selection process, please send details to the Recruitment Officer, whose contact details are shown in section 11 of this form. This will enable us to make any reasonable adjustments. Any information provided will not inform any part of the recruitment and selection process.

Some buildings on campus are more accessible than others. The job information should have details of where the post is located. You can review access to buildings by contacting the department directly or by contacting the Recruitment Officer.

**Support for staff:**

We recognise that some staff members with a disability, impairment or long-term health condition may need practical adjustments to enable them to carry out their job. If you would like to discuss any adjustments that you might need to be able to carry out the job you are applying for, you are welcome to contact the Recruitment Officer, whose contact details are shown in section 11 of this form, to discuss this further. Information about the support available to disabled staff members is available at <http://www.equality.leeds.ac.uk/for-staff/support-and-facilities-for-staff/support/>. Any information provided will not inform any part of the recruitment and selection process.

|  |
| --- |
| **Section 10: Declaration** |

I have read the information in sections 8 and 9 of this form and have forwarded additional information to the Recruitment Officer where applicable.

I confirm that the information provided above, and in any attachments and supplementary information, is correct and understand that any false statement could result in my application or appointment being terminated.

(Please type your name below if you are returning the form by email or sign if you are returning it by post).

Name / signature:       Date:

**Please return the completed application form to the departmental contact listed in the job description.**

|  |
| --- |
| **Section 11: Contact details** |

**Any general queries regarding this post and your completed application form should be forwarded to the person named in the job description.**

**If you wish to discuss any of the points covered in this form, please contact:**

**The Recruitment Officer:**

(Please only contact with queries or information relating to the points covered on this form. **Do not** send your completed application form to the Recruitment Officer).

.

**E-mail:** disclosure@leeds.ac.uk

**Telephone:** +44 (0) 113 343 1723, **or** **for posts in the Faculty of Medicine and Health:** +44 (0) 113 343 1845

**Postal address:** The Recruitment Officer, Human Resources, EC Stoner Building, The University of Leeds, Woodhouse Lane, Leeds. LS2 9JT

✂-----------------------------------------------------------------------------------------------------------------------✂

|  |
| --- |
| **EQUALITY MONITORING FORM** |

**This form should be separated from the rest of your application, put in a sealed envelope and sent to:**

EO Monitoring

Human Resources

11.11 EC Stoner Building

University of Leeds

LS2 9JT

**The application form (sections 1-11) should be returned to the contact identified on the specific role for which you are applying.**

The University is committed to promoting equality of opportunity and eliminating unfair discrimination in its employment practices. We seek to ensure that all job applicants are treated solely on the basis of their merits, abilities and potential, regardless of age, disability, gender, gender identity, marital status, race (including colour, nationality and ethnic/national origin), religion or belief and sexual orientation.

We monitor our recruitment practices to make sure they are fair and open to all sections of the community. We cannot do this effectively without your help, so we greatly appreciate your co-operation in providing the information requested.

The information collected on this monitoring form will be treated as confidential and will not be used in the selection process.

If you would like to find out more about our equality and diversity policies or how we use equality monitoring data, please visit:

<http://www.equality.leeds.ac.uk/for-staff/good-practice-guidance/data-monitoring-why-is-it-important/>

**Full Name**:

**Job reference number**:

**Faculty/School/Department where vacancy exists**:

**What is your ethnic background?**

|  |  |
| --- | --- |
| [ ]  | Arab |
| [ ]  | Asian or Asian British - Bangladeshi |
| [ ]  | Asian or Asian British - Indian |
| [ ]  | Asian or Asian British - Pakistani |
| [ ]  | Asian or Asian British - other background |
| [ ]  | Black or Black British - African |
| [ ]  | Black or Black British - Caribbean |
| [ ]  | Black or Black British - other background |
| [ ]  | Chinese |
| [ ]  | Mixed - white and black Caribbean |
| [ ]  | Mixed - white and black African |
| [ ]  | Mixed - white and Asian  |
| [ ]  | Other mixed background |
| [ ]  | Traveller – Irish traveller |
| [ ]  | Traveller – Gypsy or traveller |
| [ ]  | White - British |
| [ ]  | White - Irish |
| [ ]  | White - other background |
| [ ]  | Other ethnic background |
| [ ]  | I prefer not to answer this question |

**What is your religion?**

|  |  |
| --- | --- |
| [ ]  | Buddhist |
| [ ]  | Christian |
| [ ]  | Hindu |
| [ ]  | Jewish |
| [ ]  | Muslim |
| [ ]  | Sikh |
| [ ]  | Any other religion (please specify)       |
| [ ]  | None |
| [ ]  | I prefer not to answer this question |

**What is your date of birth? (DD/MM/YYYY):**

**What is your gender?**

|  |  |
| --- | --- |
| **[ ]**  | Male |
| **[ ]**  | Female |

**Is your gender identity the same as the gender you were assigned at birth?**

|  |  |
| --- | --- |
| [ ]  | Yes |
| [ ]  | No |
| [ ]  | I prefer not to answer this question |

**Do you consider yourself to be disabled in line with this definition?**

The current legal definition of a disabled person is someone with a physical, sensory or mental impairment that has a substantial and long term effect on their ability to carry out normal day to day activities.

|  |  |
| --- | --- |
| **[ ]**  | Yes |
| **[ ]**  | No |
| **[ ]**  | I prefer not to answer this question |

If you consider yourself to be disabled, please state the type of impairment which applies to you.

**People may experience more than one type of impairment in which case you may indicate more than one.**

If none of the categories apply, please mark "Other".

|  |  |
| --- | --- |
| **[ ]**  | Blind or have serious visual impairment |
| **[ ]**  | Deaf or have serious hearing impairment |
| **[ ]**  | General learning difficulty such as Down’s Syndrome |
| **[ ]**  | Specific learning disability such as Dyslexia or Dyspraxia |
| **[ ]**  | Long standing illness or health condition such as cancer / HIV  |
| **[ ]**  | Mental health condition such as depression or schizophrenia |
| **[ ]**  | Physical impairment or mobility difficulty such as difficulty using your arms, or using a wheelchair or crutches |
| **[ ]**  | Social/communication impairment such as Asperger’s Syndrome or other Autistic Spectrum Conditions |
| **[ ]**  | Other  |
| **[ ]**  | I prefer not to answer this question |

**What is your sexual orientation?**

|  |  |
| --- | --- |
| **[ ]**  | Bisexual |
| **[ ]**  | Gay man |
| **[ ]**  | Gay woman/Lesbian |
| **[ ]**  | Heterosexual |
| **[ ]**  | I prefer not to answer this question |

**Do you have caring responsibilities for one or more children or for anyone else (e.g. a family member)?**

|  |  |
| --- | --- |
| **[ ]**  | Yes |
| **[ ]**  | No |
| **[ ]**  | I prefer not to answer this question |

**If yes, please select all that apply.**

|  |  |
| --- | --- |
| **[ ]**  | Yes, I have caring responsibilities for one or more children  |
| **[ ]**  | Yes, I have caring responsibilities for one or more disabled children |
| **[ ]**  | Yes, I have caring responsibilities for somebody else |