**Instructions:** Please complete all the relevant sections of the form. Use black ink or complete it online. **Do not attach a CV instead**. Your application will be treated as strictly confidential.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Details of the Job: | | | | | | | | |
| **Post Applied For:** | | |  | | | | | |
| **Job Reference Number:** | | |  | | | | | |
| **How did you learn of the vacancy?** | | | |  | | | | |
| Your Personal Details: | | | | | | | | |
| **Title:** | | |  | | | | | |
| **Surname:** | | |  | | | | | |
| **First names:** | | |  | | | | | |
| **Full Address:** | | |  | | | | | |
| **Home phone:** | | |  | | | | | |
| **Work phone:** | | |  | | | | | |
| **Mobile phone:** | | |  | | | | | |
| **e-mail address:** | | |  | | | | | |
| **Are you an EEA (European Economic Area) national?** | | | | | | Yes | | No |
| **If no, do you currently hold a valid visa to work in the UK?** | | | | | | Yes | | No |
| **If yes, which visa do you hold?** | | | |  | | | | |
| Education and Qualifications (continue on a separate sheet if need be): | | | | | | | | |
| **School/College/University attended:** | | | | **Date from:** | **Date to:** | **Qualification gained, subject, grade:** | | |
|  | | | |  |  |  | | |
|  | | | |  |  |  | | |
|  | | | |  |  |  | | |
| **Please give details of any current studies:** | | | |  | | | | |
| **Membership of Professional Bodies:** | | | | | | | | |
|  | | | | | | | | |
| **Employment History** | | | | | | | | |
| Current/Most Recent Employer: | | | | | | | | |
| **Date from:** | **Date to:** | **Name/address of employer** | | | | | **Nature of business** | |
|  |  |  | | | | |  | |
| **Job title & duties** | |  | | | | | | |
| **Current salary:** | |  | | | | | | |
| **Notice period:** | |  | | | | | | |
| Previous employment (continue on a separate sheet if need be): | | | | | | | | |
| **Date from:** | **Date to:** | **Name/address of employer** | | | | | **Nature of business** | |
|  |  |  | | | | |  | |
| **Job title & duties** | |  | | | | | | |
| **Date from:** | **Date to:** | **Name/address of employer** | | | | | **Nature of business** | |
|  |  |  | | | | |  | |
| **Job title & duties** | |  | | | | | | |
| **Date from:** | **Date to:** | **Name/address of employer** | | | | | **Nature of business** | |
|  |  |  | | | | |  | |
| **Job title & duties** | |  | | | | | | |

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| Information in support of your application: |
| Please set out below how you meet the person specification for the job you are applying for. If need be continue on a separate sheet. |
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| --- | --- | --- | --- | --- | --- | --- |
| **Referees** | | | | | | |
| Please give the name and address of two referees. One of these must be your present or most recent employer. Please select people that you know you well *and who can comment on your ability* *to carry out the duties* of the post. A previous employer or college tutor is appropriate whereas a relative or friend is not. | | | | | | |
| **First Referee:** | | | | | | |
| **Full Name & Title** | |  | | | | |
| **Address** | |  | | | | |
| **Telephone** |  | | **Fax** |  | | |
| **e-mail** |  | | | | | |
| **Please indicate if we can contact this referee before the interview:** | | | | | Yes | No |
| **Second Referee:** | | | | | | |
| **Full Name & Title** | |  | | | | |
| **Address** | |  | | | | |
| **Telephone** |  | | **Fax** |  | | |
| **e-mail** |  | | | | | |
| **Please indicate if we can contact this referee before the interview:** | | | | | Yes | No |

| Your Signature: | | |
| --- | --- | --- |
| I declare that the information given in this application is true to the best of my knowledge and belief and that it may be used for the purpose of processing my application. I note that providing false information, or failing to disclose relevant details may result in dismissal. I also note that certain posts at QMUL may require a standard or enhanced disclosure from the Criminal Records Bureau.  All personal data supplied to us on this form is subject to the provisions of the Data Protection Act 1998. It will be treated as confidential and will not be revealed to any unauthorised source. | | |
| Signature |  | Date |

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**Please return the completed form, together with additional information, to the address given in the advert.**

| Notes to all job applicants | | |
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| **Queen Mary, University of London is committed to a policy of equal opportunities in employment in which individuals are selected, trained, appraised, promoted and otherwise treated on the basis of their relevant merits and abilities.**  To enable us to monitor the operation of this policy, it is necessary to collect relevant information from all job applicants. We would appreciate it if you would answer the questions below as fully as possible.  **Important note on your rights and confidentiality**  Completion of this section is not compulsory. It will be removed from your application form and the information given will not be used in the selection process. The information will be used for statistical monitoring.  All personal data supplied to us on this form is subject to the provisions of the Data Protection Act 1998. It will be treated as confidential and will not be revealed to any unauthorised source. | | |
| Equality Data | | |
| **PLEASE DO NOT SIGN THIS SECTION OF THE FORM OR GIVE YOUR NAME.** | | |
| Job reference number |  | |
| Please mark with a tick the box(es) which most closely describe you. | | |
| Gender  Female  Male | | Nationality |
| Disability  Under the Equality Act a person is considered disabled if they have a physical or mental impairment which has a substantial effect on their ability to carry out normal day to day activities.  Do you have a disability?  Yes  No  Nature of disability  Physical impairment or mobility issues such as use of wheelchair or crutches  Blind or serious visual impairment  Deaf or hard of hearing  Mental health condition such as depression or schizophrenia  Learning difficulties such as dyslexia, dyspraxia, down’s syndrome or autistic spectrum disorder  Long term medical condition such as diabetes, cancer, HIV, epilepsy or chronic heart disease.  Other (please specify below)    Queen Mary is committed to support disabled people in recruitment and employment. For more information about the support available to you, please contact the Diversity Specialist [hr-equality@qmul.ac.uk](mailto:hr-equality@qmul.ac.uk) Your request will be treated with the strictest confidence. | | |
| Date of Birth |  | |

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| **Equality Data** |
| **Ethnic Background** |
| A White |
| British  English  Welsh  Scottish  Irish  Other White background (please specify below) |
| B Mixed |
| White and Black Caribbean  White and Black African  White and Asia  Other Mixed background (please specify below) |
| C Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh |
| Indian  Pakistani  Bangladeshi  Other Asian Background (please specify below) |
| D Black, Black British, Black English, Black Scottish or Black Welsh |
| Caribbean  African  Other Black background (please specify below) |
| E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh |
| Chinese  Other (please specify below) |
| Religion |
| No Religion  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  Other (please specify below) |