

Employment application form

All applicants are required to complete the application form in full.

Post details

| |
|------------------------------|
| Application for the post of: |
| Closing date: |

Personal details

| | | |
|---------------------------|--------------------|-------|
| Surname | Forenames | Title |
| Address | | |
| Postcode | Email | |
| Main contact phone number | Alternative number | |
| National Insurance number | | |

Education and qualifications (Secondary, further and higher education only is required) in chronological order

| Establishment | Qualification and subjects | Class of award | Awarding body | Date of award |
|---------------|----------------------------|----------------|---------------|---------------|
| | | | | |

Training courses

Please give details of any non-qualification training courses recently undertaken, relevant to the application

| Date and duration | Title | Brief details |
|-------------------|-------|---------------|
| | | |

Membership of learned/professional societies or professional associations/accreditations

| Name of professional society/association or accrediting body | Membership number (where applicable) |
|--|--------------------------------------|
| | |

Employment

Please state exact dates and, where applicable, hours per week for any part-time appointments.

Current/most recent employment

| |
|---------------|
| Post title(s) |
|---------------|

| | | | |
|---------------------------|------------------------|---------------------|------------------|
| Employer name and address | Full-time or part-time | Date of appointment | Salary and grade |
|---------------------------|------------------------|---------------------|------------------|

Is this employment through an agency? YES NO

| |
|-----------------------------|
| Brief description of duties |
|-----------------------------|

| |
|---|
| Reasons for leaving and notice required |
|---|

Previous employment

Please start with the most recent employment, including details of any relevant unpaid work.

| Employer | Post title, brief description of duties and reason for leaving | Full-time or part-time | Date From to | Salary and grade |
|----------|--|------------------------|--------------|------------------|
| | | | | |

ALL APPLICANTS - other information in support of application

Please outline your relevant experience, skills and abilities – gained both in and out of work – demonstrating how you meet the skills/experience detailed on the person specification/role outline. Please continue on a separate sheet if necessary. **CV's are not accepted.**

References

Any offer of appointment will be subject to the receipt of references which are satisfactory to RUCST.

Please provide details of a minimum of two referees covering your last three years of employment, one of which must be your current or most recent employer. Please use **BLOCK CAPITALS** and give all addresses in full with fax/email details if possible.

References will be requested for successful candidates once you have received a conditional offer. Up to two references will be requested. Do you agree to us approaching your referees at that time?

YES

NO

Current/most recent employer

| | |
|------------------------------------|---------------|
| Name | Position held |
| Company name, address and postcode | |
| Contact phone number | Email |

Additional referees

| | |
|------------------------------------|---|
| Name | Personal / Professional (please indicate) |
| Company name, address and postcode | |
| Contact phone number | Email |

Declaration

I declare that, to the best of my knowledge, the information given in this application is correct. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal.

Signature

Date

If you are sending this form to the Foundation by email then you should note that, in the absence of this signature, the emailing of this application constitutes your personal certification that the details are correct.

Equality and diversity monitoring

Please refer to this guidance to see how this information will be used.

To help us implement and monitor our commitment to equal opportunities, all applicants for posts are asked to give the following information. It is the Foundation policy to employ the most suitable candidate and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national origin, disability, sex, marital status, sexual orientation, religion, belief or age.

For the policy of equal opportunities to be effective, the Foundation seeks to keep up-to-date information about job applicants. The information you provide here will not be seen or used by those involved in the selection process. It is separated from the application form as soon as we receive it, before consideration of candidates. It is treated as confidential.

Required information to be completed by all applicants

Post applied for:

1 Full name

2 Title

3 Date of birth

4 Please tick as appropriate Male Female Prefer not to say

5 Nationality

6 Please tick the appropriate box to indicate your cultural background.

- | | |
|---|---|
| <input type="checkbox"/> White British | <input type="checkbox"/> Asian or Asian British - Bangladeshi |
| <input type="checkbox"/> White Irish | <input type="checkbox"/> Other Asian background |
| <input type="checkbox"/> White Scottish | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Other white background | <input type="checkbox"/> Mixed - White and Black Caribbean |
| <input type="checkbox"/> Irish Traveller | <input type="checkbox"/> Mixed - White and Black African |
| <input type="checkbox"/> Black or Black British - Caribbean | <input type="checkbox"/> Mixed - White and Asian |
| <input type="checkbox"/> Black or Black British - African | <input type="checkbox"/> Other mixed background |
| <input type="checkbox"/> Other black background | <input type="checkbox"/> Other ethnic background |
| <input type="checkbox"/> Asian or Asian British – Indian | <input type="checkbox"/> Not known |
| <input type="checkbox"/> Asian or Asian British - Pakistani | <input type="checkbox"/> Prefer not to say |

7 Disability – please consider the information below before answering this question.

The Disability Discrimination Act (1995) defines a disability as **a physical or mental impairment, which has a substantial and long term (more than 12 months) adverse effect on a person's ability to carry out normal day to day activities**. In order to ensure that people to whom this definition applies are treated fairly, it would be helpful if you could answer the following questions.

Do you consider yourself to have a disability as defined above?

Yes No Prefer not to say

If not, do you have any long-term health conditions or impairments that affect your everyday life

Yes No Prefer not to say

Please tick which category you think best describes your condition and/or disability.

Specific learning disability (such as dyslexia or dyspraxia)

Mental health condition (such as depression or schizophrenia)

General Learning disability (such as Down's syndrome)

Physical impairment or mobility issues (such as difficulty using arms, using a wheelchair or crutches)

Cognitive impairment (such as autistic spectrum disorder or resulting from head injury)

Deaf or serious hearing impairment

Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)

Blind or serious visual impairment

Other disability (please specify)

8 Religion – Which of the following religions, bodies or belief systems, if any, do you belong to or affiliate with?

Buddhism

Judaism

Christianity

Sikhism

Hinduism

None

Islam

Prefer not to say

Other

9 Sexual orientation

Bisexual

Prefer not to say

Gay or lesbian

Other

Heterosexual

10 Have you ever been convicted of an offence which is not regarded as 'spent' under the Rehabilitation of Offenders Act 1974 (as amended)? Tick as appropriate

Yes

No

Applicants will be judged on their ability to do the post applied for and convictions will only be taken into account if they are relevant to that type of work. Information about the Rehabilitation of Offenders Act 1974 can be obtained from your local probation office.

11 Please state how you first became aware of this vacancy?

I confirm that this information is correct and I give my consent for the Foundation to record and process this information for the purposes stated.

Signed

Date