**Employment Application Form**

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| --- | --- |
| **Vacancy ref number:** | **Vacancy title:** |

1. **Personal Details**

|  |  |
| --- | --- |
| Surname: | First Name: |
| Address: | Mr/ Mrs/ Ms/ Miss/ Dr: |
|  | Telephone (daytime): |
|  | Telephone (evening): |
| Postcode: | Email: |

1. **Current or Most Recent Employment**

(Please list your most recent position first)

|  |  |
| --- | --- |
| Post Title: | Employer’s Name: |
| Employer’s Address: | Brief Description of Duties: |
| Date started (dd/mm/yy): | Date ended (dd/mm/yy): |
| Reason for leaving: | |

|  |  |
| --- | --- |
| Post Title: | Employer’s Name: |
| Employer’s Address: | Brief Description of Duties: |
| Date started (dd/mm/yy): | Date ended (dd/mm/yy): |
| Reason for leaving: | |

|  |  |
| --- | --- |
| Post Title: | Employer’s Name: |
| Employer’s Address: | Brief Description of Duties: |
| Date started (dd/mm/yy): | Date ended (dd/mm/yy): |
| Reason for leaving: | |

1. **Referee Details**

(please give work referees, one of which must be your current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | | Name: | |
| Position: | | Position: | |
| Address: | | Address: | |
|  | |  | |
|  | |  | |
| Postcode: | Tel no: | Postcode: | Tel no: |
| email: | | email: | |

1. **Education and Qualifications**

(please list your highest qualification first)

|  |  |
| --- | --- |
| From: | To: |
| Course/Subject: | Name of Uni or School: |
| Qualification: | Grade: |

|  |  |
| --- | --- |
| From: | To: |
| Course/Subject: | Name of Uni or School: |
| Qualification: | Grade: |

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| --- | --- |
| From: | To: |
| Course/Subject: | Name of Uni or School: |
| Qualification: | Grade: |

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| --- | --- |
| From: | To: |
| Course/Subject: | Name of Uni or School: |
| Qualification: | Grade: |

Please continue on a separate sheet if necessary.

1. **Relevant Training and Courses**

|  |  |
| --- | --- |
| Type of course: | Date attended: |
| Title of Training course: | |

|  |  |
| --- | --- |
| Type of course: | Date attended: |
| Title of Training course: | |

1. **Membership of relevant professional bodies**

|  |  |
| --- | --- |
| Name: | Expiration date: |
| Details of membership | |

|  |  |
| --- | --- |
| Name: | Expiration date: |
| Details of membership | |

1. **Public sector pension scheme**

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| --- |
| What public sector pension scheme are you currently contributing to? |
| Are you currently receiving a public sector pension? Yes  No |
| If you are receiving a public sector pension, please state the pension scheme: |

1. **Right to Work in the UK**

|  |  |
| --- | --- |
| Are you a settled worker (do you have the permanent right to work in the UK e.g. as a British or EEA citizen)? | Yes  No |
| If you answered no, do you already have entry clearance for the UK? | Yes  No |
| If answered yes, please state what type of clearance you have for the UK. This will have no impact on the recruitment process but helps facilitate the appointment process: | |

1. **General**

|  |  |
| --- | --- |
| Do you hold a current car driving license? | Yes  No |
| Do you hold a current PCV driving license? | Yes  No |
| Do you hold a current driver CPC card? | Yes  No |
| Do you have any points or convictions on your licence? – if yes, please give details on a separate sheet. | Yes  No |
| Please list any dates when you would not be available for interview – if the date is not yet confirmed, we will try to avoid them | |
| Where did you see this vacancy advertised? | |

1. **University connections**

|  |  |
| --- | --- |
| Are you related to any University of Hertfordshire employee or member of the Board of Governors? | Yes  No |
| If yes, please state to whom and the relationship: | |

1. **Criminal Convictions**

|  |  |
| --- | --- |
| Please state whether you have any unspent criminal convictions including cautions, reprimands or final warnings. | Yes  No |
| If yes, please e-mail your details marked ‘Confidential’ for the attention of the ‘HR Team Leader’ to [unobus@herts.ac.uk](mailto:unobus@herts.ac.uk). Please ensure you indicate for which vacancy you have applied for and ensure this information reaches us prior to the vacancy closing date. | |

1. **Personal Statement**

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|  |

1. **Declaration**

The University/group companies maintain records relating to its staff in both manual and computerised forms. These records include correspondence with and relating to current and potential employees; forms completed as part of the recruitment and selection process; and computerised records for permanent and temporary employees created from this information and added to as a result of administrative processes within the University. These records are used, amongst other things, for determining suitability for appointment and promotion; for calculating salaries, benefits and sick pay entitlements; for negotiation and communication with employees, for monitoring occupational health and for compliance with Health and Safety legislation purposes; for supporting security systems on University buildings; and for manpower planning and management analysis purposes. They form the basis of statistical returns that are required by the Higher Education Statistical Agency, and by other government agencies. The University’s compliance with the Data Protection Act 1998 and the General Data Protection Regulation 2016/679 (“**Data Protection Legislation**”) is monitored by the Head of Legal and Corporate Services.

* I understand that if I am a full time UH student that I must not work more than 15 hours per week in term-time for the University/group companies as per the Student Working Policy UPR HR15. Term time is according to the University published calendar and not my course dates.
* I understand that if I am a student receiving a bursary that I must not work more than 180 hours per year, an average of 6 hours per week, this overrides the general UH 15 hours per week policy.
* I understand that if I am in the UK as an international (Tier 4 Visa) student that I must not work more than the 10 or 20 hours per week in term-time as stated on my visa for any organisation including the University of Hertfordshire/group companies. I understand that I need to provide annually a letter, from International Student Support (or if an external student, my university) confirming my student status and my term dates in order to continue working for the University. I am aware that if I am on a 20-hour visa, the Student Working Policy of 15 hours per week overrides the 20 hours.
* In completing this declaration, I note that some of this information is defined by the Data Protection Legislation as “sensitive personal data” and/or “Special Categories of Personal Data.” I consent to the collection, recording and use of the information which I have provided in the ways described above, and set out in more detail within the University’s Data Protection UPR available here: <https://www.herts.ac.uk/__data/assets/pdf_file/0017/233090/IM08-Data-Protection.pdf>. I am aware that by not providing my consent, the University may not be able to continue with this application.

I consent  I do not consent

* I declare to the best of my knowledge and belief all information I have given is correct. I understand that any false statement or omissions may result in application being withdrawn or my employment being terminated.

|  |  |
| --- | --- |
| **Signed:** | **Dated:** |

Please return this completed form to: Uno, Gypsy Moth Avenue, Hatfield, AL10 9BS or [unobus@herts.ac.uk](mailto:unobus@herts.ac.uk)

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| --- |
| **If you are disabled, do you have any special requirements for the interview?** |
|  |