

3. EMPLOYMENT EXPERIENCE

Present (or most recent) Employment

Name of employer _____ Post held _____

Address _____ Date appointed to present position _____

_____ Current salary £ _____

Telephone No. _____ Salary Range _____

Notice required _____ Other Allowances _____

Main Duties and Responsibilities. If no longer in this employment, please state end date and reason for leaving. Please continue on separate sheet if necessary.

Reason for seeking a career move at this time _____

Previous Employment/Work experience

Please list your previous employers (including service with HM forces), most recent first and identifying gaps in employment. (Please continue on a separate sheet if necessary). For **teaching** experience, please make clear the number of teaching hours per week and the level of subjects taught.

From Month/Year	To Month/Year	Employer (name and address)	Job Title, Salary and Reason for leaving	Outline Duties and Responsibilities (include number and type of staff supervised, where appropriate)

4. SUPPLEMENTARY INFORMATION

The employee specification in your information pack lists the requirements of the post. Please give further details of any specialist knowledge, training or experience or any other additional information you may wish to give to show clearly how you meet these requirements. For academic and research staff, this should include details of publications, and research activities with which you have been involved. Details of any voluntary work or leisure interests may also be applicable to the post for which you are applying. (Please continue on a separate sheet if necessary).

5. HEALTH

Please give the number of days lost through sickness in the last twelve months

Please comment here on the above if you wish to do so

6. REHABILITATION OF OFFENDERS DECLARATION

Do you have any unspent convictions? If yes, please give the nature of the offence and the date of conviction.

Date _____ Offence _____

7. REFERENCES

Our policy is to request references, professional or personal which cover the last three years. If you have been in employment, your referees must include your current and/or most recent employer/s. If you have worked for the same employer for the last three years, you need only provide one referee. If you have not been continuously employed in the last three years, or have never been employed, please provide details of referees who can give a character reference (these should not be relatives or partners but should be people who have known you in some professional capacity) and who have collectively known you for at least three years. Should you need more space in order to provide details of referees to cover the last three years, please provide this information on a separate sheet. References are not normally taken up until a job offer has been formally made. If any of your referees know you by a different name, please state this name clearly in the box provided*

	1. Current employer/Last employer	2.	3.
Name			
Job Title or Status			
Address			
Telephone No			
E-mail address			
*This person knows me by the name of			

Please list any dates when you will NOT be available for interview. *(Please note that although we will try to take these into account, we cannot guarantee to do so).*

8. ELIGIBILITY TO WORK IN THE UK

Nationality _____

Do you require a work permit to work in the UK?

Yes

No

Unsure (please tick)

If yes, do you currently have a work permit?

No

Yes – Work permit no. _____

9. MONITORING INFORMATION

The University attempts to provide equality of opportunity throughout its recruitment procedure. In addition we are required to provide statistical information about our employees to the Higher Education Statistics Agency (HESA) on an annual basis. In order to comply with this requirement and to be able to monitor the effectiveness of our Equal Opportunities policy we ask that you complete the following sections:-

EQUAL OPPORTUNITIES

Gender (please tick)

Male

Female

I would describe my ethnicity, as defined by the HESA categories below, as:-

White British

White Irish

Other White background

Black or Black British Caribbean

Black or Black British African

Other Black background

Asian or Asian British – Indian

Asian or Asian British – Pakistani

Asian or Asian British – Bangladeshi

Chinese

Other Asian background

Mixed White/Black Caribbean

Mixed White/Black African

Mixed White/Asian

Other Mixed background

Other ethnic background

Do you have a disability or health related condition which you think the University should be aware of?

No

Yes (please specify) _____

If yes, are there any specialist requirements or aids that you would like the University to provide for an interview and/or to assist you in your employment should you be appointed to the post?

MEDIA ANALYSIS

How was this vacancy brought to your attention? (Please tick the relevant box)

Internal vacancy list

Guardian

Express & Star

THES

B'ham Evening Mail

Jobcentre

Jobs.ac.uk

Other Internet

Ethnic press

Other _____ (please specify)

DECLARATION

I confirm that the information provided on this form is correct and understand that any mis-representation or omission may render me liable to summary dismissal if engaged. I understand that the information will be stored in manual and electronic files and is subject to the provisions of the Data Protection Act. I agree to information provided on this form being used by the University in accordance with the Act, and, in particular, for equal opportunities monitoring.

Signed _____ Date _____