

APPLICATION FORM

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| DETAILS OF POSITION APPLYING FOR: | |
| Position applied for: |  |
| Position reference number: |  |

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| PERSONAL DETAILS: | |
| Title: |  |
| Surname: |  |
| First Name: |  |
| Preferred Name: |  |
| Current Address: |  |
| Home Telephone: |  |
| Mobile Telephone: |  |
| Email Address: |  |
| National Insurance No: |  |
| HESA number (if applicable): |  |
| Are you a current member of staff? | Yes  No |
| Are you related to a current member of staff? | Yes  No |
| If ‘YES’, please give their full name and relationship |  |

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| CRIMINAL CONVICTIONS: |  |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? | Yes  No |

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| ELIGIBILITY INFORMATION: | |
| This section is used to assess your eligibility for employment in line with UK law. | |
| Are you a European Economic Area / EU national: | Yes  No |
| If ‘NO’, are you eligible to work in the UK without restriction: | Yes  No |
| Please provide details, e.g. what type of visa do you have / expiry date? | |
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| Would you require an employer Certificate of Sponsorship to accept an offer of employment? | Yes  No |

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| SECONDARY AND FURTHER EDUCATION: | |
| Please include details of your GCSEs and A-Levels (or equivalent qualifications).  There is no requirement to provide a full breakdown by subject unless this is relevant to the particular role or listed as a requirement in the Job Description Person Specification. If this is the case, please ensure this is detailed within your Supporting Statement. | |
| GCSEs (or equivalent) | Please outline the total and how many at grades A\* to C |
| A Levels (or equivalent) | Please outline the total and how many at grades A\* to C |
| Other details of qualifications below degree level: | |
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| HIGHER EDUCATION AND POSTGRADUATE STUDY: | | | | |
| Starting with the most recent, please include all relevant qualifications you currently hold and those you are working towards. If you are waiting for confirmation of grade, please put “expected grade” and “date expected”. | | | | |
| Subject: | Place of learning: | Qualification: | Grade  if applicable: | Dates: |
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| PROFESSIONAL QUALIFICATIONS: | | | | |
| Please include all relevant qualifications, starting with the most recent. If you are currently working towards a professional qualification, please provide details where possible, e.g. “expected grade” and “date expected”. | | | | |
| Subject: | Place of learning: | Qualification: | Grade  if applicable: | Dates: |
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| If you require further space to complete the above, please use an additional sheet and return with the  completed application. | | | | |

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| PROFESSIONAL BODY MEMBERSHIP | | |
| Please give details of any professional body membership which you currently hold. | | |
| Professional Body: | Membership Level: | Start date: |
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| DETAILS OF CURRENT (OR MOST RECENT) EMPLOYMENT: | | | | |
| Position held: | |  | | |
| Details of duties / degree of responsibility: | | | | |
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| Employers name and address: | | | Employment details: | |
| Employer: |  | | Start date (current role): |  |
| Address: |  | | End date: |  |
|  |  | | Notice period: |  |
|  |  | | Reason for leaving: |  |
| Postcode: |  | | Salary and grade: |  |
| Telephone number: |  | | Date initially started with this employer: |  |
| Email address: |  | |

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| DETAILS OF PREVIOUS EMPLOYMENT: | | | | | |
| Starting with the most recent, please give details of your full career history.  Please ensure that you explain the reason for any gaps including details about travel, career breaks, unemployment, etc. | | | | | |
| Start date: | End date: | Employer: | Job title and key responsibilities | Reason for leaving | |
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| SUPPORTING STATEMENT | | | | | |
| Candidates must meet all essential criteria to be eligible for shortlisting. Therefore, please use this section to provide evidence of how you meet all of the requirements set out in the Job Description Person Specification using specific examples. Please attach additional sheets if necessary.  For academic posts, please ensure that you also provide a separate list of your publications or your full academic CV. | | | | | |
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| REFERENCES: | | | |
| Please provide the names and addresses of two referees we can contact regarding your suitability for this role. One of you referees must be your current or most recent employer so that we can verify employment dates for your most recent role in the organisation. | | | |
| REFERENCE 1: | | REFERENCE 2: | |
| Name: |  | Name: |  |
| Position/Relationship: |  | Position/Relationship: |  |
| Address: |  | Address:: |  |
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| Postcode: |  | Postcode: |  |
| Telephone number: |  | Telephone number: |  |
| Email address: |  | Email address: |  |
| Would you be happy for us to contact your nominated referee before interview? | | | |
| Reference 1: | Yes  No | Reference 2: | Yes  No |

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| DECLARATION: |
| I understand that the personal data on this application form is needed to process my application for the position and that should I be unsuccessful, it will be destroyed twelve months after the appointment of the successful candidate. Any pre-employment information kept on the HR database about the successful candidate will also be deleted twelve months after appointment.  Should I be successful in my application for the position, I understand that the University of Bolton will create and maintain computer and paper records on me based initially on the information provided in this application form. During the course of my employment, and after I leave, these records will be processed in accordance with the Data Protection Act (1998).  By ticking the box below, you are consenting that the information in the records may be used both internally within the University of Bolton and to relevant external bodies and for references to potential employers and other organisations.  Furthermore, you are certifying that to the best of your knowledge and belief, the information provided in all parts of the application is correct. Should you deliberately make a false statement on this form and an offer of employment is made, your future employment could be jeopardised.  Please tick the box to confirm you understand and agree to the above declaration:  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (if sending in the post) |

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| HOW TO APPLY: |
| Please return this form to: [jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk).  We would prefer that you email your completed form to the above email address, however, if you are unable to do so, please return to:  **Human Resources, University of Bolton, Deane Road, Bolton, Lancashire, BL3 5AB**.  Please note, if you have not heard from us within four weeks of the closing date of the advertisement (or within a week of the proposed interview date, where indicated), please assume that your application has been unsuccessful.  Due to the high number of applications currently being received, we are not able to offer feedback to those candidates not shortlisted for interview. |