



our tradition - your future

Please complete the following documentation as fully as possible. We request information in a standard format to assist our process for shortlisting and to ensure that all applicants are assessed equally. If you also submit a curriculum vitae it will be considered as additional information and should identify you only from your initials and surname. Information in respect of forenames and title is not required on documentation provided to panel members involved in recruitment decisions but is requested on the enclosed Diversity and Equality Monitoring Form.

When completed please return to:
The HR Department
Bishop Grosseteste University College
Lincoln LN1 3DY
email: recruitment@bishopg.ac.uk

Application for the post of: _____

Applicant's Surname: _____ Initials: _____

PERSONAL DETAILS:

Candidate's Initials:

Candidate Number: (for internal use only)

Address:

Tel home:

Postcode:

Email:

Mobile:

How did you learn of this vacancy?

If you are a student at Bishop Grosseteste University College please provide the name of your course:

PRESENT OR MOST RECENT POST:

Name and Address of Employer:

Postcode:

Tel:

Nature of Business:

Job Title: (including scale and incremental point if applicable)

Current/Last Salary (including details of any bonus or supplementary payments):

Period of Employment: From:

To:

Brief description of duties:

Reason for leaving or wishing to leave:

Date available to take up employment if offered post:

* Please delete as appropriate

ADDITIONAL INFORMATION

Please give a concise account of your relevant experience and background and explain why you feel you should be considered for this post. You should use the **job description** and **person specification** to assist you in this process.

IMPORTANT – Under section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ a person who is not entitled to live and work in the UK.

Do you require a work permit to work in the UK? Yes/No*

If yes, do you already have one? *Yes/No

Permit No:

Expiry Date:

The successful applicant will be required to provide proof of their eligibility before their appointment with the University College is confirmed. This proof will take the form of an original document from a previous employer or a Government agency giving both their name and their National Insurance number or any other document which shows that they are entitled to live and work in the UK. **Photocopied documents are not acceptable.** Original documents will be photocopied and returned.

REFERENCES

Please give the names and addresses of a person who can be asked to provide a reference. This person could be your present or last employer or a tutor. **The referee must be a person who can comment authoritatively on you.** We are unable to accept references from relatives. References will only be taken up for candidates selected for interview.

Referee

May we approach prior to interview? *Yes/No

Name:

Address:

Tel:

Fax:

Email:

Capacity in which acting as a referee:

AUTHORISATION AND DECLARATION: Please read this carefully then sign and date your application

I authorise the University College to obtain references to support this application and release the University College and referees from any liability caused by giving and receiving information. I confirm that the above named referee is not related to me.

I confirm that the information provided in this form and associated documentation is correct and complete and understand that failure to disclose relevant information or making any false or misleading statements may be sufficient grounds for rejection, or, if employed, for terminating my employment. I also understand that questions left unanswered may be discussed at interviews arising from this application.

I understand that if offered an appointment, I may be required to complete further forms including a medical questionnaire and undergo a medical examination if required.

Information given on this form may be entered onto a computer and held and processed in accordance with the terms of the Data Protection Act (1998) and subsequent revisions. It will be treated in a secure and confidential manner.

Signature: _____ Date: _____

DIVERSITY AND EQUALITY MONITORING FORM

This form does not form part of the selection process and will be detached from your application.

Guidelines for Completion

It is the policy of Bishop Grosseteste University College Lincoln to employ the best qualified/experienced people and provide equal opportunity for all employees and not to discriminate against any person because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our policy aims to ensure that discrimination does not take place at any stage in recruitment and employment. In order to help us monitor the effectiveness of this policy we would appreciate it if you would provide the information requested below. Any information provided will be confidential and stored and used in accordance with the Data Protection Act 1998, for the purposes of equal opportunities monitoring only.

We must stress that this information is strictly confidential and will not be seen or used by anyone making selection decisions or taken into account during any subsequent employment.

There is currently no duty to monitor for religion or belief. However, as many faith groups require religious observance during the day and on some weekdays, accommodating their needs is not straightforward in institutions whose time-tabling is structured around the Christian calendar. With this in mind, and taking account of others such as food and dress, the only way we can assess the need to change existing, or provide additional, practices is through detailed knowledge of the workforce.

We appreciate that some people may find some of the questions extremely personal and you are under no obligation to answer if you do not wish to. If you do not wish to answer such questions, this will not affect your application in any way. However, we do ask, in any event, that you return the form to us to ensure that we can fulfil our equal opportunity monitoring requirements.

Post for which applying:			Post No:	
Title (Dr, Mr, Mrs etc):		Gender: Female/Male (Please delete as applicable)		
Forename(s):				
Surname:		Previous surname(s):		
Address:				
Address:				
Postcode:		Telephone no:		
Age:	16 – 20 years ()	31 – 35 years ()	46 – 50 years ()	61 – 65 years ()
	21 – 25 years ()	36 – 40 years ()	51 – 55 years ()	66 & over ()
	26 – 30 years ()	41 – 45 years ()	56 – 60 years ()	
How did you learn of this vacancy?				

1	Date of birth:					
2	National Insurance no:					
3	Do you have a disability? Yes/No*	(Please see Guidance Notes overleaf)				
4	Is there anything we need to know about your disability in order to offer you a fair selection process? For example, do you need a signer, or interpreter or require an accessible interview room?					
5	Is there anything we need to know to assist you with mobility should we need to evacuate the building for health and safety purposes, fire drills, bomb warnings etc?					
6	Nationality:					
7	Ethnic origin: to which of these groups do you belong? (Please circle one only)					
	White – British	11	White – Irish	12	Other White background	19
	Black or Black British – Caribbean	21	Black or Black British – African	22	Other Black background	29
	Asian or Asian British – Indian	31	Asian or Asian British – Pakistani	32	Asian or Asian British – Bangladeshi	33
	Chinese	34	Other Asian background	39	Mixed – White and Black Caribbean	41
	Mixed – White and Black African	42	Mixed – White and Asian	43	Other Mixed background	49
	Other Ethnic background	80	Not known	90	Do not wish to answer	98
(Based on the classifications adopted in the 2001 Census – National Statistics Office)						
8	Religion: to which religion/belief group do you belong? (Please tick one only)					
	Baha'i		Buddhism		Christian	
	Hinduism		Islam (Muslim)		Judaism	
	Paganism		Zoroastrian (Parsi)		Sikhism	
	None		Other *		Do not wish to answer	
	* Please describe, if ticked					
(Sourced from Employing People in Higher Education: Religion and Belief Guidance – Equality Challenge Unit)						

Thank you for your time and co-operation in completing our form.

EQUAL OPPORTUNITIES MONITORING FORM

Disability Monitoring - Guidance Notes

Information about disability/medical conditions is asked of all candidates and is requested at this stage to help us meet our commitments under our Diversity and Equality Policy. This includes information about any adjustments required to the arrangements for interview, and monitoring diversity in the range of people applying to work with us. It may also be important where applicants need to carry out a function that is intrinsic to the job. There is no legal requirement for you to provide information about your disability on this form.

After the selection decision has been made, should you be the successful candidate, any adjustments required to the working environment or to working conditions will be considered at that time. This would be in consultation with you to enable you to carry out the duties of the post. Where you require adjustments (including aids/adaptations) a view will also be obtained from our Medical Adviser.

Under the Equality Act it is proposed that a disability shall amount to an impairment which adversely affects your ability to carry out a normal day-to-day activity.

If you are selected for appointment you will be asked to complete a medical questionnaire.