

Application for Employment

Applications must be completed in black ink or type



POST(S) APPLIED FOR

JOB REFERENCE NO

LEAVE BLANK

How did you find out about this vacancy? (Please list media or website if applicable)

1. PERSONAL DETAILS

Surname/Family Name: _____ First Names(s): _____ Title: _____

Address: _____ Known as: _____

_____ Home Tel No: _____

_____ Work Tel No: _____ Ext: _____

_____ Postcode: _____ Mobile No: _____

National Insurance Number: _____ Email address: _____

Nationality: _____ Immigration Status: _____

2. PRESENT EMPLOYMENT

Name of Employer: _____ Address: _____

Job Title: _____

Start date: _____

Current Salary: _____ Postcode: _____

Benefits: _____ Date next increment due: _____

_____ Notice period: _____

_____ Pension Scheme: _____

3. PREVIOUS EMPLOYMENT

Name of Employer: _____ Address: _____

Job Title: _____

Start date: _____ Leaving date: _____

Salary: _____ Reason For Leaving: _____

4. SUPPORTING STATEMENT

In addition, candidates are asked to submit an additional statement which provides information on the following (if appropriate): (i) duties in present post; (ii) previous posts held with dates of employment for each; (iii) research interests, awards and publications (books and major publications should be listed first with details of all authors, titles, journals and dates); (iv) conference presentations; (v) any additional relevant experience. **CV's will not be accepted without a completed application form.**

IGNORE THE ABOVE. PLEASE PROVIDE A COPY OF YOUR C.V.

5. EDUCATION AND QUALIFICATIONS

Starting with the highest, please list academic and professional qualifications, together with grades:

Qualification and Grade:	Name of Institution:	Year of Graduation:

6. SKILLS, CONTINUING PROFESSIONAL DEVELOPMENT AND TRAINING

Please list any additional training or competencies that you would like us to consider in support of your application:

7. REFEREES

Please give the name and contact details of 2 people who have agreed to act as referees on your behalf, one of whom must be your present or most recent employer. You agree these references will, at the request of the referee, be kept confidential between the referee and Global Multi Service UK

APPLICANTS WHO DO NOT HAVE AN EMPLOYER CAN GIVE ALTERNATIVE REFEREES.

Title: _____ Address: _____

Name: _____

Telephone No: _____

Email: _____ Postcode: _____

Can we take this reference further without consultation with yourself? Yes / No Relationship to you: _____

Title: _____ Address: _____

Name: _____

Telephone No: _____

Email: _____ Postcode: _____

Can we take this reference further without consultation with yourself? Yes / No Relationship to you: _____

8. CRIMINAL RECORD

In most cases a spent criminal record need not be declared, however, certain posts are exempt from the Rehabilitation of Offenders Act 1974 and even a spent criminal record must be disclosed. Whether the post for which you are applying for is exempt or not will be indicated in the additional information sent to you with this form.

If you have an unspent criminal record you must always declare it (please continue on a separate sheet if required). If you have a criminal record which is spent but it has been indicated to you within the vacancy information that the post for which you are applying is covered by an exception you must disclose any spent offences.

The successful applicant for any post exempt from the Rehabilitation of Offenders Act 1974 will be required to give consent for Global Multi Service UK Ltd to check your criminal record status through independent verification (eg. Criminal Records Board CRB). Information will be kept in strict confidence. Your offer of employment will be subject to Global Multi service UK Ltd being satisfied with the outcome of these checks.

Have you any criminal convictions? Yes / No If Yes, please give details below:

Date of conviction: Offence: Sentence:

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9. DECLARATION

I confirm the information provided above, and in any attachments, is correct and understand that any false statement could result in my application or appointment being terminated.

I have completed all sections 1-9

Signed: _____ Date: _____

FOR OFFICE USE ONLY (Applicants should ignore this page)

A. SHORTLISTING STAGE (to be completed for all applicants by the recruiting Department)

Was the candidate shortlisted? Yes / No.
If no, please give reasons, with particular reference to the Person Specification

B. INTERVIEW STAGE (to be completed for all shortlisted candidates by either the Department for Department Interview Panels or the Human Resources Representative for Global Multi Service UK Ltd)

Was the candidate offered the post? yes/no
If no, please give reasons, with particular reference to the Person Specification.

C. APPOINTMENT

To be completed for the successful candidate if funded by departmental accounts. If funded by Research Award, please complete the appropriate form (available from HR).

Proof of right to work:

Job Title: _____ Job Reference No: _____

Salary Scale: _____ Probationary Period: _____ Funding Account No: _____

Starting Salary: _____ Name of Probationary Advisor: _____ Funding Confirmed by: _____

% FTE: _____ Email: _____

Start Date: _____ End Date (if fixed term): _____ Length of contract (if fixed term): _____

Name of Previous Postholder (if post is to cover maternity leave, study leave or other absence).

E. OFFICE CHECKLIST

Proof of right to work e.g. Passport or Birth Certificate Job Description and Person Specification attached
References attached

Print: _____

Signed _____ Date: _____