# APPLICATION FOR EMPLOYMENT

**ALL 14 PARTS OF THIS APPLICATION MUST BE FILLED, OTHERWISE MARK N/A**

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| **1. Biodata** |
|  **Application for the post of:** | **Job Ref No:** |
|  **Last Name:**  | **Title:** [ ]  **Mr** [ ]  **Mrs** [ ]  **Miss** [ ]  **Ms** [ ]  **Dr** [ ]  **Prof** *Please check the appropriate box.* |
|  **First name:** | **DOB:** |
|  **E-mail:**  |  | **Phone:** |
|  **Address 1:** |
|  **Address 2:** | **Postcode:** |
|  **National Insurance Number:** |
|  **Are you eligible to work in the UK: YES** [ ]  **NO** [ ]  |
|  **Do you require UK sponsorship for working visa clearance: YES** [ ]  **NO** [ ]  |
|  **Passport Number:** | **Expiry date:** |
|  **Nationality:**  |
|  **If not British, please state the type of visa and its expiry date below.** |
|  **Visa type:** | **Expiry date:** |

| **2. Current Employment [Academic & Professional Practice]**  |
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| **Name of current employer** | **Country** | **Position held, Grade, FT or PT** **[*if PT, state weekly working hours*]** | ***From:*****DD/MM/YY** | ***To:*****DD/MM/YY** | **Annual Goss Salary *OR rate/hour*** |
|  |  |  |  |  |  |

| **4. Pre-University Education & Qualification [Most Recent First]:** General Education, i.e., GCSE/A/AS/NVQ Level (or equivalent)  |
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| **Name of School/College** | **Country** | **Dates:** | **Qualification &Subject** | **Grade/Level** | **Date** |
| **From** | **To** |
|  |  |  |  |  |  |  |

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| **Brief description of main duties/responsibilities:** |
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| **Period of Notice**  |  | **Weeks/Months**  |  |

| **3. Previous Employment**  |
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| **Name of previous employer** **[most recent first]** | **Country** | **Position held: Grade, FT or PT** **[*if PT state weekly working hours*]** | ***From:*****DD/MM/YY** | ***To:*****DD/MM/YY** | **Reason for****leaving** |
|  |  |  |  |  |  |

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| **5. Further and Higher Education: [Most Recent First]** |
| **Name of College/University** | **Country** | **Dates:** | **Qualification &Subject** | **Grade/Level** | **Date** |
| **From** | **To** |
|  |  |  |  |  |  |  |

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| **6. Qualifications currently being studied for:** |
| **Name of College/University** | **Country** | **Dates:** | **Qualification &Subject** | **Grade/Level** | **Dates exams to be taken** |
| **From** | **To** |
|  |  |  |  |  |  |  |

| **7. Training courses:**Please list any training or course(s) which you have undertaken relevant to the position applied for and/or specified in the Person Specification |
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| **Dates and Duration**  | **Country** | **Establishment attended** | **Course title and type of training** |
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| **8. Membership of Professional Bodies:** e.g., Higher Education Academy, etc.. |
| **Professional** **Body**  | **Country** | **Date Elected** | **Membership Grade & Membership Number or PIN** | **Date Elected** |
|  |  |  |  |  |

| **9. Publications & Research-Please give brief details of MOST RECENT publications**  **[please include journal papers ONLY, Books with ISBN’s and Thesis titles ]** |
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| **10. Brief Supporting Statement** [including unpublished/pending books/papers with dates]**:**  |
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| **11. Essential Requirements:** |
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| ***Please briefly respond to the following:**** **Your Weakness:**
* **Your Strengths:**
* **Do you hold valid driving license:**
* **Do you need car parking permit on campus:**
* **Your notice of termination, if applicable:**
* **Your current or most recent Gross Annual salary or your hourly rate**:
* **Are you a freelancer? If so, state your UTR reference number**:
* **Are you a contracting company? If so, state company registration number:**
* **If you are applying for *Administrative/Supervisory Role* please provide a brief statement of your:**

 ***(A) Past or present HE Administrative Experience [Max 100 words]:*** ***(B) Past or present engagement with” HE Regulating Bodies” [Max. 100 words]:*** |
| **12. Referees** |
| **The details of TWO UK-based professional referees whom both have good knowledge of your current & past FE/HE Teaching/administrative experience if relevant to this position**.*Your TWO referees must be your current or recent line manager or head of organisation :**Referee-1:**Referee-2:* |
| **13. Warning** |
| Regrettably we are unable to consider applications from candidates requiring **WORKING VISA CLEARANCE.** |
| **14. Declaration** |
| **I declare that the information given on this application is to the best of my knowledge true, accurate and verifiable. I understand that any misrepresentation or omission may result in my application not proceeding any further or if appointed render me liable to dismissal.****Please tick the box to confirm the above statement is true and sign** (type your name). [ ]  |
| **Name:**  |  **Date:**  |

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| **NOTEFYI: How our Interviewing Panel selects a Candidate for this position** |
| **Each member of the interviewing panel will complete a Secret Ballot Form where each shortlisted candidate will be awarded an overall percentage mark on a set of selecting criteria and the candidate that scores the highest percentage mark will be offered the position.** |



**Please forward your completed application to:** **personnel@lcuck.ac.uk**