# 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]** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **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) | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of School/College** | **Country** | **Dates:** | | **Qualification &Subject** | **Grade/Level** | **Date** |
| **From** | **To** |
|  |  |  |  |  |  |  |

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

| **3. Previous Employment** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **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 | | | |
| --- | --- | --- | --- |
| **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]**:** |
|  |

| **11. Essential Requirements:** | |
| --- | --- |
| ***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**](mailto:personnel@lcuck.ac.uk)