



## APPLICATION FOR EMPLOYMENT

Personnel Unit, Summer Row, Birmingham, B3 1JB

[recruitment@ucb.ac.uk](mailto:recruitment@ucb.ac.uk)

Thank you for your interest in University College Birmingham (UCB). This application form is a standard form to be completed by all applicants for jobs at UCB. If you do not complete the form comprehensively, your application cannot be considered. **Please do not send in a CV as a substitute for any part of the form.** If a particular section does not apply to you, please write N/A in the space provided. We will treat the information you give us as private and confidential.

**Post applied for/reference**

**How did you become aware of this vacancy?**

**First name(s)**

**Surname**

**Address**

**Title (Mr/Mrs/Miss/Ms/Dr)**

**Telephone (Main)**

**Telephone (Other)**

**Email**

**Postcode**

**National Insurance Number**

### Disclosure and Barring Service Check

A DBS disclosure is sought for all successful applicants. UCB adheres to the DBS Code of Practice.

**Do you consent to UCB applying for an enhanced disclosure certificate should you be offered the post? (Y/N)**

### Criminal Convictions

This post is covered by Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Therefore, applicants are required to disclose criminal convictions. For further information, please refer to the application form guidance notes.

**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)? (Y/N) If yes, please give details.**

### Eligibility to work in the UK

Applicants selected for interview will be required to provide original documentation as proof of eligibility.

**Are you eligible to work in the UK? (Y/N)**

**Do you need a work permit to work in the UK? (Y/N)**

### Disability

Please note that the following questions are asked in accordance with the Equality Act 2010. For further information, please refer to the application form guidance notes.

**Do you consider yourself to have a disability? (Y/N) If yes, please give details.**

**If you have a disability, can we make any particular arrangements to assist you at interview?**

### General Information

**Are you related to any employee of UCB? (Y/N) If yes, please give name and relationship to you.**

**Current or most recent employer**

If you are not currently employed, please provide details of your most recent employment.

|                                    |            |  |           |  |
|------------------------------------|------------|--|-----------|--|
| <b>Are you currently employed?</b> | <b>Yes</b> |  | <b>No</b> |  |
|------------------------------------|------------|--|-----------|--|

|                         |
|-------------------------|
| <b>Name of employer</b> |
|-------------------------|

|                           |
|---------------------------|
| <b>Job title/position</b> |
|---------------------------|

|                |
|----------------|
| <b>Address</b> |
|----------------|

|                                     |
|-------------------------------------|
| <b>Date employed from (MM/YYYY)</b> |
|-------------------------------------|

|                                   |
|-----------------------------------|
| <b>Date employed to (MM/YYYY)</b> |
|-----------------------------------|

|   |
|---|
| <b>Reason for leaving or wanting to leave</b> |
|---|

|                      |
|----------------------|
| <b>Notice period</b> |
|----------------------|

|                       |
|-----------------------|
| <b>Basic salary £</b> |
|-----------------------|

|                     |
|---------------------|
| <b>Allowances £</b> |
|---------------------|

|                           |
|---------------------------|
| <b>Any other benefits</b> |
|---------------------------|

|                                    |
|------------------------------------|
| <b>Duties and responsibilities</b> |
|------------------------------------|

**Previous employer(s)**

Please list all previous employment, starting with the most recent.

| <b>From<br/>(MM/YYYY)</b> | <b>To<br/>(MM/YYYY)</b> | <b>Employer</b> | <b>Job title/position</b> | <b>Reason for leaving</b> |
|---------------------------|-------------------------|-----------------|---------------------------|---------------------------|
|                           |                         |                 |                           |                           |
|                           |                         |                 |                           |                           |
|                           |                         |                 |                           |                           |
|                           |                         |                 |                           |                           |
|                           |                         |                 |                           |                           |
|                           |                         |                 |                           |                           |
|                           |                         |                 |                           |                           |
|                           |                         |                 |                           |                           |
|                           |                         |                 |                           |                           |

**Secondary Education**

Please complete as fully as possible, giving details of the qualifications obtained and dates of award. Please note that if you are offered employment you will be asked to provide any relevant examination certificates.

| <b>Name of school</b> | <b>From<br/>(MM/YYYY)</b> | <b>To<br/>(MM/YYYY)</b> | <b>Title of qualification(s)<br/>(e.g. GCSE)</b> | <b>Subject(s) taken and grade(s)<br/>awarded</b> |
|-----------------------|---------------------------|-------------------------|--|--|
|                       |                           |                         |  |  |

**Further Education**

Please complete as fully as possible, giving details of the qualifications obtained and dates of award. Please note that if you are offered employment you will be asked to provide any relevant examination certificates.

| <b>Name of further education<br/>institution</b> | <b>From<br/>(MM/YYYY)</b> | <b>To<br/>(MM/YYYY)</b> | <b>Title of qualification(s)<br/>(e.g. A-level/AS<br/>level/QCF/NVQ)</b> | <b>Subject(s) taken and grade(s)<br/>awarded</b> |
|--|---------------------------|-------------------------|--|--|
|  |                           |                         |  |  |

**Higher Education**

Please complete as fully as possible, giving details of the qualifications obtained and dates of award. Please note that if you are offered employment you will be asked to provide any relevant examination certificates.

| <b>Name of higher education<br/>institution</b> | <b>From<br/>(MM/YYYY)</b> | <b>To<br/>(MM/YYYY)</b> | <b>Title of qualification(s)<br/>(e.g. first degree/postgraduate<br/>qualification/diploma)</b> | <b>Subject(s) taken and grade(s)<br/>awarded</b> |
|---|---------------------------|-------------------------|---|--|
|   |                           |                         |   |  |

**Membership of Professional Bodies**

Please provide details of any professional bodies to which you belong, including level/grade of membership and registration number, if applicable.

| Name of body | Date of membership (YYYY) | By examination (Y/N) | Level/grade of membership | Registration number |
|--------------|---------------------------|----------------------|---------------------------|---------------------|
|              |                           |                      |                           |                     |
|              |                           |                      |                           |                     |
|              |                           |                      |                           |                     |
|              |                           |                      |                           |                     |
|              |                           |                      |                           |                     |
|              |                           |                      |                           |                     |

**Teaching Qualifications**

Please note that this section does not apply to all posts. Where this is the case, please either leave blank or write N/A in the space provided.

|  |            |  |           |  |
|--|------------|--|-----------|--|
| <b>Do you hold a teaching qualification?</b>   | <b>Yes</b> |  | <b>No</b> |  |
| <b>If yes, what is your teacher reference number?</b>  |            |  |           |  |
| <b>Title of teaching qualification(s)</b><br>e.g. Cert Ed, PGCE, DTLLS   |            |  |           |  |
| <b>Type of qualification(s)</b><br>e.g. Primary, Secondary, Further Education/Post Compulsory                                  |            |  |           |  |
| <b>If you are working towards a teaching qualification, please state which qualification and the expected completion date.</b> |            |  |           |  |

**Higher Education Academy**

Please note that this section does not apply to all posts. Where this is the case, please either leave blank or write N/A in the space provided.

|  |            |  |           |  |
|--|------------|--|-----------|--|
| <b>Are you a member of the Higher Education Academy?</b> | <b>Yes</b> |  | <b>No</b> |  |
| <b>If yes, what is your reference number?</b>            |            |  |           |  |

**Requirements of the Person Specification**

The following sections are for you to provide any information that you think will support your application. You need to provide evidence that you have the experience, skills, abilities and knowledge required to perform the job you are applying for.

The information you provide should relate to the Job Description and should clearly address the criteria outlined in the Person Specification. The shortlisting panel will match the criteria outlined in the Person Specification to the evidence provided in your application.

Please now demonstrate how you meet each of the criteria outlined in the Person Specification. Although you are expected to provide a comprehensive summary of information, you need not use all of the space provided.

**Experience**

**Skills and Abilities**

## Training and Continuous Professional Development

**Other Attributes**



**References**

Please provide two persons to whom an approach may be made with reference to your work history and experience. At least one of these should be your current or most recent employer. Friends or relatives are not considered appropriate as a referee.

**Reference 1**

Current or most recent employer

**Name**

**Job title/position**

**Organisation**

**Relationship to you**

**Address**

**Telephone**

**Fax**

**Email**

**Website**

**Reference 2**

Other referee

**Name**

**Job title/position**

**Organisation**

**Relationship to you**

**Address**

**Telephone**

**Fax**

**Email**

**Website**

**Declaration**

I declare to the best of my knowledge that the information I have given is a true and accurate record. I understand that if I fail to disclose information, or have given incorrect information, this may result in an offer of employment being withdrawn or subsequent disciplinary action or dismissal if employed by UCB.

I understand and agree that by completing this form I give my consent to the information on this application being held and processed by UCB in relation to my application/employment in accordance with the Data Protection Act 1998.

I consent to UCB obtaining information or references from any present or previous employers, or any other company or institution which UCB considers appropriate. I also consent to those previous employers releasing information about my absences for the purposes of those references.

**Signature:**

**Date:**



## EQUALITY AND DIVERSITY

In order to promote diversity and monitor the effectiveness of our policies we need to record the ethnicity, age and gender of all current employees and applicants for employment. Therefore, we would be grateful if you could complete the details below.

Responses will be treated in the strictest of confidence and this section will be detached prior to shortlisting taking place. The information you provide will be used for statistical analysis only.

|                                   |                |
|-----------------------------------|----------------|
| <b>First name(s)</b>              | <b>Surname</b> |
| <b>Post applied for/reference</b> |                |
| <b>Gender</b>                     |                |
| <b>Date of birth (DD/MM/YYYY)</b> |                |

### Ethnic Origin

|   |   |
|---|---|
| <b>11</b> White - British <input type="checkbox"/>                    | <b>33</b> Asian or Asian British – Bangladeshi <input type="checkbox"/> |
| <b>12</b> White – Irish <input type="checkbox"/>                      | <b>34</b> Chinese <input type="checkbox"/>                              |
| <b>13</b> White – Scottish <input type="checkbox"/>                   | <b>39</b> Other Asian background <input type="checkbox"/>               |
| <b>14</b> Irish Traveller <input type="checkbox"/>                    | <b>41</b> Mixed - White and Black Caribbean <input type="checkbox"/>    |
| <b>19</b> Other White background <input type="checkbox"/>             | <b>42</b> Mixed - White and Black African <input type="checkbox"/>      |
| <b>21</b> Black or Black British - Caribbean <input type="checkbox"/> | <b>43</b> Mixed – White and Asian <input type="checkbox"/>              |
| <b>22</b> Black or Black British – African <input type="checkbox"/>   | <b>49</b> Other Mixed background <input type="checkbox"/>               |
| <b>29</b> Other Black background <input type="checkbox"/>             | <b>80</b> Other Ethnic background <input type="checkbox"/>              |
| <b>31</b> Asian or Asian British – Indian <input type="checkbox"/>    | <b>90</b> Not known <input type="checkbox"/>                            |
| <b>32</b> Asian or Asian British – Pakistani <input type="checkbox"/> | <b>98</b> Information refused <input type="checkbox"/>                  |