



APPLICATION FOR EMPLOYMENT

Human Resources, Summer Row, Birmingham, B3 1JB

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/Mx)

Telephone (Main)

Telephone (Other)

Email

Postcode

National Insurance Number

Disclosure and Barring Service Check

An enhanced 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.

Can you provide evidence of your right to work in the UK? (Y/N)

If you have answered no to the above question, please advise if you require sponsorship? (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

Do you have a personal relationship with any UCB employees' e.g relation/friend? (Y/N) If yes, please give name and relationship to you. (This information is used solely to ensure a transparent, unbiased interview process).

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Current or most recent employer

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

| | | | | |
|------------------------------------|------------|--|-----------|--|
| Are you currently employed? | Yes | | No | |
|------------------------------------|------------|--|-----------|--|

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|-------------------------|
| Name of employer |
|-------------------------|

| |
|---------------------------|
| Job title/position |
|---------------------------|

| |
|----------------|
| Address |
|----------------|

| |
|-----------------------------------|
| Date employed from (MM/YY) |
|-----------------------------------|

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|---------------------------------|
| Date employed to (MM/YY) |
|---------------------------------|

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|---|
| Reason for leaving or wanting to leave |
|---|

| |
|----------------------|
| Notice period |
|----------------------|

| |
|-----------------------|
| Basic salary £ |
|-----------------------|

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|---------------------|
| Allowances £ |
|---------------------|

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|---------------------------|
| Any other benefits |
|---------------------------|

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|------------------------------------|
| Duties and responsibilities |
|------------------------------------|

Previous employer(s)

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

| From (MM/YYYY) | To (MM/YYYY) | Employer | Job title/position | Reason for leaving |
|---------------------------|-------------------------|-----------------|---------------------------|---------------------------|
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Secondary Education

Please complete this section as fully as possible, giving details of the qualifications obtained and dates of award. Please note that any offer of employment may be subject to verifying the accuracy of this information, and you will be asked to provide original documents prior to offer.

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

Further Education

Please complete this section as fully as possible, giving details of the qualifications obtained and dates of award. Please note that any offer of employment may be subject to verifying the accuracy of this information, and you will be asked to provide original documents prior to offer.

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

Higher Education

Please complete this section as fully as possible, giving details of the qualifications obtained and dates of award. Please note that any offer of employment may be subject to verifying the accuracy of this information, and you will be asked to provide original documents prior to offer.

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

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

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.

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

Requirements of the Person Specification

The following sections are for you to provide any information which 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

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to write their skills and abilities.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to provide details regarding 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.

It is your responsibility to ensure that the individuals you nominate as referees consent to you providing their contact details on this form.

In line with the requirements of the General Data Protection Regulations, your consent will be sought prior to requesting reference information.

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 consent to the information provided on this application form being held and processed by University College Birmingham in accordance with the Data Protection Act 1998, General Data Protection Regulations and the University's [Privacy Notice](#) on Employment Applications.

Note for applicants: It is essential that you indicate your consent to the University holding and processing your personal data by signing and dating this form in the fields below. If you are completing the form electronically, please type in your name and the date using standard text. If you do not sign this application form, the University is not entitled to hold your data and the application will be rejected.

| | |
|-------------------|--------------|
| Signature: | Date: |
|-------------------|--------------|



EQUALITY AND DIVERSITY

In order to promote diversity and monitor the effectiveness of our policies, we record the ethnicity, age and gender of employment applicants.

Personal data is held and processed in accordance with the University's [Privacy Notice](#) and used for statistical analysis only.

Please note that the information you provide in this section is removed prior to application shortlisting.

If you do not consent to supplying this information, please place an 'X' in the box:

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

Ethnic Origin

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