#### UNIVERSITY ALLIANCE APPLICATION FORM

CONFIDENTIAL

Job title: Head of Communications and External Relations

**Closing date:** Midnight, Sunday 28 June

**Interview date:** TBC, likely to be week commencing 6 July.

**Please return completed application forms to:** [info@unialliance.ac.uk](mailto:info@unialliance.ac.uk) with the subject line: ‘Head of Communications and External Relations’

Please direct any enquiries to info@unialliance.ac.uk

Please ensure you fill out the entire form by using the following checklist:

|  |  |
| --- | --- |
| Section | Completed? |
| 1. Your details |  |
| 2. Education experience |  |
| 3. Employment summary |  |
| 4. Supporting statement |  |
| 5. Referees |  |
| 6. Sign the application form |  |

1. **Your details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Phone |  |
| National Insurance Number |  |
| Where did you see the post advertised? |  |
| Are you allowed to work in the UK? |  |

*Email is used to invite short-listed candidates to interview. You are advised to check your spam filter in case correspondence is there.*

1. **Education experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational qualifications**  *(list in chronological order starting with your most recent qualifications)* | | | |
| Name of  Institution | Dates from/to | Qualifications obtained (include grades) | Subjects studied |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other relevant training and development experience/courses**  *(list in chronological order starting with most recent)* | | | |
| Where undertaken? | Dates from/to | Qualifications obtained  (if applicable) | Topics/Subjects |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Employment summary**

**Current Employer:**

|  |  |
| --- | --- |
| Employer’s name |  |
| Job title |  |
| Dates |  |
| Full-time / part-time? |  |
| List your responsibilities |  |
| Salary |  |
| Notice period |  |
| Reason for leaving |  |

**Previous employers:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer** | **Dates (from / to)** | **FT / PT?** | **Job title and nature of duties** | **Salary** | **Reason for leaving** |
|  |  |  | **Job title**   * List responsibilities * and duties here |  |  |
|  |  |  | **Job title**   * List responsibilities * and duties here |  |  |
|  |  |  | **Job title**   * List responsibilities * and duties here |  |  |
|  |  |  | **Job title**   * List responsibilities * and duties here |  |  |

1. **Supporting statement**

|  |
| --- |
| **Relevant Experience and Skills**  *Using the person specification to guide you, please give details of the experiences and skills you feel are relevant to the post. Include a description of your duties in your present role, if appropriate, and details of experiences and skills gained in previous roles and**any other areas such as temporary work, voluntary work, studies or spare time activities. Continue on to other pages if necessary.* |

1. **Referees**

|  |  |  |
| --- | --- | --- |
| **First referee** | | |
| Name |  | |
| Relationship to referee |  | |
| Email address |  | |
| Phone number |  | |
| May we contact this referee without further authority from you? | | Yes/No |
| **Second referee** | | |
| Name |  | |
| Relationship to referee |  | |
| Email address |  | |
| Phone number |  | |
| May we contact this referee without further authority from you? | | Yes/No |
| **Third referee** | | |
| Name |  | |
| Relationship to referee |  | |
| Email address |  | |
| Phone number |  | |
| May we contact this referee without further authority from you? | | Yes/No |

*Please note that an offer of employment is subject to satisfactory medical clearance and references.*

|  |
| --- |
| **Equal opportunities policy**  This application form does not contain any questions relating to a) place of birth/nationality, b) marital status or children, or c) disability.  Questions on these matters will not normally be asked at interview, but if you are offered an appointment this will be on the understanding that there is nothing in your personal circumstances which might prevent you from taking up the appointment and carrying out the full duties of the post. |

1. **Sign the application form**

|  |  |
| --- | --- |
| **I certify that the information given on this form is correct and complete.**  The discovery of relevant information not disclosed could lead to disciplinary action and/or dismissal after appointment. | |
| Signed: | Date: |