#### UNIVERSITY ALLIANCE APPLICATION FORM

CONFIDENTIAL

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title: | | | | | | | | |
| Where did you see the post advertised? | | | | | |  | | |
| Surname | | |  | | | | | |
| Title | | |  | | | | | |
| First name(s) | | |  | | | | | |
| Address | | |  | | | | | |
|  | | |  | | | | | |
|  | | |  | | | | | |
| Post code | | |  | | | | | |
| Email address | | |  | | | | | |
|  | | |  | | | | |  |
| Email is used to invite short-listed candidates to interview. You are advised to check your spam filter in case correspondence is there. | | | | | | | | |
| Telephone | | Day | | |  | | Evening | |
| National Insurance Number | | | |  | | | | |
| REFEREES | | | | | | | | |
| 1. |  | | | | | | | |
|  | | | | | | | |
| Relationship to referee | | | | | | | |
| Email address:  May we contact this referee without further authority from you? Yes/No | | | | | | | |
| 2. |  | | | | | | | |
|  | | | | | | | |
| Relationship to referee | | | | | | | |
| Email address:  May we contact this referee without further authority from you? Yes/No | | | | | | | |
| 3. |  | | | | | | | |
|  |  | | | | | | | |
|  | Relationship to referee | | | | | | | |
|  | Email address:  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.*

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| **Education experience**  **Educational qualifications** (list in chronological order from secondary school onward) | | | | |
| Name of  Institution | Dates from/to | Full or part-time | Subjects studied | Qualifications obtained (include grades) |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Other relevant training and development experience/courses** (if appropriate) | | | | |
| Where undertaken | Dates from/to | Full or part-time | Topic/subject | Qualifications obtained. (if applicable) |
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| --- | --- | --- | --- | --- | --- | --- |
| **Employment summary**  You may continue on a separate sheet if necessary | | | | | | |
| Employer | Dates | Full or part-time | Post title and nature of duties | Salary | Notice period | Reason for leaving |
| Current post |  |  |  |  |  |  |
| Previous post |  |  |  |  |  |  |
| Previous post |  |  |  |  |  |  |
| Previous post |  |  |  |  |  |  |

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| --- |
| **Relevant Experience and Skills**  Using the person specification to guide you, please give details of any experiences and skills with which 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 andany other areas such as temporary work, voluntary work, studies or spare time activities. You may continue on a separate sheet if necessary. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Additional Details.**  **Right to Work in the UK**   |  |  | | --- | --- | | 1. Are you a UK or EAA Citizen? Yes/No | Yes / No | | 1. If no, what is the basis of your eligibility to work in the UK? | | | . | | |

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| **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. |

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| --- | --- |
| **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: |
| Please return completed application forms to: **info@unialliance.ac.uk**  **Closing date: 20th March 2020**  Please direct any enquiries to info@unialliance.ac.uk | |