



## APPLICATION FORM

Please complete all sections of the application form. The form should be completed in black ink or type. **Please return the completed application form to the person named in the 'how to apply' section of the Job Description.**

Should you require a copy of this application form in an alternative format (for example, braille, audio or large print), please contact us – contact details can be found in section 11 of this form.

Post applied for:	
Job reference no:	
Faculty/Service/School/Hall where vacancy exists:	
Where did you see the post advertised?	

### 1. Personal Details

Surname/Family Name:	First Name(s):
Address:	Known as:
	Title:
Postcode:	Home Tel No:
National Insurance Number:	Work Tel No:
Nationality:	Mobile No:
Do you need a work permit / certificate of sponsorship to take up this appointment? <b>Yes / No</b>	Email address:

If you have answered 'no' above, and you are from outside of the EC or EEA please state the category under which you are entitled to work in the UK (These categories are available via the Border Agency website at <http://www.bia.homeoffice.gov.uk/>)

### 2. Clinical Staff

**This section should only be completed by Clinical staff.**

Professional Registration, eg GMC, GDC, NMC, (please state number, name of professional body, expiry date and whether you have full membership or not)

Professional Body:	Number:
Membership Status:	Expiry Date:

**2. Clinical Staff continued**

Are you currently the subject of a fitness to practise investigation or proceedings by a licensing or regulatory body, in the UK or in any other country? **Yes / No**

Have you been removed from the register or have conditions been made on your registration by a fitness to practise committee or the licensing or regulatory body, in the UK or in any other country? **Yes/No**

**3. Career History**

Please provide information about all relevant previous employers, starting with the most recent, along with information about any significant gaps in your employment history.

**Present/most recent employment**

Name of Employer:	Job Title:
Address:	Current salary:
	Pension Scheme:
Postcode:	Benefits:
Start date:	Notice period:
End date:	

Reason for leaving if no longer employed:

**Previous Employment**

Employer (name and full address)	Position held	Dates employed	Reason for leaving

**Continue on separate sheets, if required**

**4. Additional Supporting Information**

For all posts, please use the space below to tell us about your skills and experience and how they satisfy each of the criteria in the person specification. You might find it helpful to use the person specification criteria as headings to structure this section. Please continue on separate sheets, if required.

For teaching or research posts, applicants should also attach a separate sheet(s) or CV, setting out teaching and research interests and publications (including the title, reference and date of each publication).

A large empty rectangular box with a thin black border, intended for applicants to provide additional supporting information, skills, and experience as described in the text above.

## 5. Education and Qualifications

Starting with the most recent – (please list those relevant to the post applied for.)

Name of Institution	Qualification (including subject)	Grade and Date

Membership of professional societies or associations.

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## 6. Referees

Please provide the contact details of three referees, one of whom should be your current or most recent employer or line manager. If you have no, or limited previous employment, please provide referees from your school, college or training scheme or from any voluntary/temporary work. Do not include family members or friends.

Title:

Job Title:

Name:

Name of Organisation:

Telephone No:

Address:

Email:

Please indicate whether a reference may be obtained prior to interview

**Yes / No**

Postcode:

Relationship to referee:

Title:

Job Title:

Name:

Name of Organisation:

Telephone No:

Address:

Email:

Please indicate whether a reference may be obtained prior to interview

**Yes / No**

Postcode:

Relationship to referee:

Title:

Job Title:

Name:

Name of Organisation:

Telephone No:

Address:

Email:

Please indicate whether a reference may be obtained prior to interview

**Yes / No**

Postcode:

Relationship to referee:

## 7. Support for applicants and staff with disabilities, impairments or health conditions

### Support for applicants:

We want to ensure that all candidates have equal access to our recruitment and selection procedures. If you have a disability, impairment or long-term health condition that may affect your ability to complete this form, or if you require any adjustments to enable you to attend an interview or participate in the selection process, please send details, as soon as possible, to the Recruitment Officer, whose contact details are shown in section 11 of this form. This will enable us make any reasonable adjustments. Any information provided will not inform any part of the recruitment and selection process.

### Support for staff:

We recognise that some staff members with a disability, impairment or long-term health condition may require practical adjustments, once in post, to enable them to carry out their role. If, during the recruitment process, you would like to discuss any adjustments that you might require to enable you to carry out the role you are applying for, you are welcome to contact the Recruitment Officer, whose contact details are shown in section 11 of this form, to discuss this further. Further information about the support available to disabled staff members is provided online (<http://www.equality.leeds.ac.uk/for-staff/support-and-facilities-for-staff/support/>). Any information provided will not inform any part of the recruitment and selection process.

## 8. Other personal details

Our Guidance for Applicants in section 10 of this form provides further details on each of the following sections and whether further information is required. Contact details for the Recruitment Officer, to whom information required in this section should be sent, are provided in section 11 of this form.

### Retirement Policy

Please indicate if, at the time of application, you are within 9 months of our normal retirement age. **Yes / No**

### Criminal Convictions

Please refer to the Guidance for Applicants. Do you have any criminal convictions which are not spent? **Yes / No**

If you have any spent convictions please refer to the Guidance for Applicants on when these need to be disclosed.

### Connections with the University

Are you known to any member of the appointing Faculty/School/Service/Hall? **Yes / No**  
If Yes, please specify:

## 9. Declaration

I have read Section 8 and the Guidance for Applicants overleaf and have forwarded additional information to the Recruitment Officer where applicable.

I confirm that the information provided above, and in any attachments and supplementary information, is correct and understand that any false statement could result in my application or appointment being terminated.

(Please type your name below if you are returning the form by email or sign if you are returning it by post).

Name / signature:

Date:

**Please return the completed application form to the person named in the 'how to apply' section of the Job Description.**

## 10. Guidance for Applicants on completion of section 8

### Retirement Policy

The University's policy is that the normal age for retirement for staff is the 31<sup>st</sup> July following their 65<sup>th</sup> birthday. If, at the time of application, you are within 9 months of our normal retirement age, you should indicate on your application form. We would not normally employ someone who is aged within six months of this date at the time of application.

If you have answered **Yes** to this question, please contact our Recruitment Officer to discuss this further as we may, in certain circumstances, be able to consider your application further. If this has not been discussed and agreed prior to applying, the University reserves the right not to continue with the application.

### Criminal Convictions

In most cases a spent criminal record need not be declared. However, certain posts are exempt from the Rehabilitation of Offenders Act 1974 and even a spent criminal record must be disclosed. The Further Particulars for the post will indicate whether the post for which you are applying for is exempt.

For all posts, please submit as a separate document with full details of any unspent criminal convictions or any criminal proceedings that are pending against you. In addition, for exempt posts, please provide full details of any spent convictions. On this document, please state clearly your full name the job reference number and job title of the post for which you are applying. This document should either be sent in an envelope marked "**Private and Confidential**" or emailed to the Recruitment Officer, whose contact details are shown below.

This information will only be considered if your application is shortlisted; if you are unsuccessful at this stage, then the information will be destroyed. If you declare a conviction, this will not necessarily prevent you from being offered a position at the University.

## 11. Contact details

**Any general queries regarding this post and your completed application form should be forwarded to the person named in the 'how to apply' section of the Job Description.**

**If you wish to discuss any of points covered in sections 7, 8, 9 and 10 of this form, please contact:**

### **The Recruitment Officer:**

(Please only contact with queries or information relating to the points covered on this page. **Do not** send your completed application form to the Recruitment Officer).

**E-mail:** [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk)

**Telephone:** +44 (0) 113 343 1723, or **for posts in the Faculty of Medicine and Health:** +44 (0) 113 343 1845

**Postal address:** The Recruitment Officer, Human Resources, EC Stoner Building, The University of Leeds, Woodhouse Lane, Leeds. LS2 9JT