 **Application for Employment**

Bournemouth University welcomes applications from all, irrespective of disability, gender, gender expression and identity, sexual orientation, marital or parental status, age, race, colour, ethnic origin, nationality (subject to UK Visa & Immigration Service (UKVI) permission), trade union membership and activity, political or religious beliefs, socio-economic background and any other distinction.

**Application for Employment**

Please note additional sheets may be attached/inserted wherever necessary.

**Title of post**  **Ref No**

**Faculty/Professional Service**

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| **1 Personal Details** | |
| Surname  (block letters)  Professional Surname  (if different to above)  Forename(s)  Preferred title  (Prof/Dr/Miss/Mr/Mrs/Ms)  Address      Postcode | Contact:  Home  Work  Mobile  email  Please indicate any times that you may be unavailable for interview. Where possible we will try to accommodate your requirements but this cannot be guaranteed:  ……………………..……………...................................... |

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| 2 EducationAny offer of employment will be conditional on providing original proof of relevant qualifications. | | | |
| Name of Institution | Full/Part-Time | Qualifications gained  (please state subject & class for degrees etc.) | Date of Award  (Month/Year) |
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| **3 Membership of professional bodies** (if applicable) | | |
| Professional Body | Date | Class of Membership |
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| **4 Training** | | | |
| Year | Length of Course | Name of Organisation | Subject |
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| **5 Other relevant skills** (e.g. computer skills, additional languages) |
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| **6 Employment** | |
| Present position or activity    Please give a brief description of duties            Present employer’s name & address | Date started  Full or part-time  Current salary £  Additions to salary £  In what form?  Reason for seeking other employment          Please state when you would be available to take up employment if offered |

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| **7 Previous employment and/or other activities during the last ten years** (please start with the most recent) | | | |
| Dates (Month/Year)  From To | Name & location of employer | Position & duties | Reason for leaving |
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| **8 In support of your application** | |
| A person specification is available online (or was included in the information sent to you by post / email) which details the knowledge, skills and attributes required for the position. In support of your application please give details along with examples, which demonstrate your knowledge, skills and attributes relevant to the person specification and explain how and where these were gained whether at or outside of work. Continue on / attach / or insert a separate sheet/document if necessary. | |
| **9 References** | |
| Please nominate two referees who may be contacted regarding your knowledge, skills, attributes and suitability for this position, **including your current/most recent line manager** plus another work related referee, or an academic referee if applicable. (Where applicable, references need to cover 2 years work immediately preceding this application) | |
| Name  Position  Organisation  Address      Telephone  Email  Capacity in which known  Did they know you by any other name? If yes, please state here or contact Human Resources direct if preferred    May we contact prior to interview? **YES/NO** | Name  Position  Organisation  Address      Telephone  Email  Capacity in which known  Did they know you by any other name? If yes, please state here or contact Human Resources direct if preferred    May we contact prior to interview? **YES/NO** |
| **Where you have selected ‘No’ above, referees will automatically be approached when a job offer has been made and accepted.** | |

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| **10 Prevention of illegal working** |
| **Do you require permission from the UKVI to take up employment with Bournemouth University if appointed to this post (if No, please move on to section 11)? YES / NO**  **Do you currently have permission to work in the UK? YES / NO**  **If yes, what type of permission do you currently have?**  For further information on the Immigration Asylum and Nationality Act 2006 and UKVI Immigration rules – [see the UKVI website](https://www.gov.uk/government/organisations/uk-visas-and-immigration) |

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| **11 Declaration** |
| I declare that all the information on this application form and in any other documents relating to this appointment is, to the best of my knowledge and belief, true and correct. I understand that any false statement may give cause for dismissal should I be employed. I understand that if I have sent this application form via e-mail it will automatically be deemed that I have signed the declaration below.  [ ] I agree  Signature…………………………………………………… Date…………………………………………………  Please return your completed form by email to: hrvacancies@bournemouth.ac.uk  Human Resources Enquiries: +44 (0) 1202 961133  When sending documents by email you need to be aware that the possibility exists, however minimal, that unauthorised individuals may intercept your email. Guidance on how to protect documents sent by email can be found on the University’s website [here](https://www1.bournemouth.ac.uk/about/governance/digital-security/sending-sensitive-data). |

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| **12 Data Protection** |
| Bournemouth University will store this application form and any other information you provide within the recruitment process in our HR database. We will process this data as necessary for recruitment purposes, to complete the process of appointing a candidate. We will usually keep your information for 6 months before deleting your data unless you are successful in your application or ask us to consider you for future roles. If you are offered a job by BU, we will provide you with further information about our processing of employee personal data.  Here’s a link to our [Staff and Applicants Privacy Notice](https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy/staff-applicants-privacy-notice). Please read in particular the “Recruitment and selection” section. This gives more information about how we process your data and comply with the data protection legislation, including details of your rights under the legislation to request access to the data we hold and to correct any inaccuracies. If you submit a completed application we will assume that you have read and understood this information in the Privacy Notice. If you are unable to access the Privacy Notice through the link then please contact us and we will provide alternative access. |

**Thank you for completing the Application for Employment. Please now complete the Equality Monitoring Form. We require both of these forms to be completed in order to progress your application. Thank you.**

**If you require this form in a different format, then please contact Human Resources.**

**Email:** [**hrvacancies@bournemouth.ac.uk**](mailto:hrvacancies@bournemouth.ac.uk) **Telephone: 01202 961133**