



Employment Application Form

Please complete this form clearly in type
or black ink and return it to the address
shown or email to jobs@herts.ac.uk

UH Human Resources College Lane Hatfield Herts AL10 9AB	Reference number n/a
	Position applied for Sports Therapy Intern
	Closing date 30/04/2018
Where did you see this job advertised? <div></div>	

Personal Details

Surname	<div></div>	Mr/Ms or preferred title	<div></div>
First name(s)	<div></div>	Telephone (home)	<div></div>
Address	<div></div>	Mobile	<div></div>
		Telephone (work) (where acceptable)	<div></div>
Postcode	<div></div>	Email	<div></div>

Details of Present or Most Recent Post

Post title	<div></div>	Brief description of duties	<div></div>
Employer's name	<div></div>		
Salary	<div></div>		
Employment dates	<div></div> to <div></div> 0 0		
Notice required	<div></div>		
If no longer employed, reason for leaving	<div></div>		

References Please give names and addresses of two persons who can confirm your ability to meet the responsibilities of the job for which you are applying. One of these should be your present or most recent line manager/supervisor. It is not the University's policy to take up references prior to the interview date, but any appointment will be subject to references that are satisfactory to the University.

Name	<div></div>	Name	<div></div>
Position	<div></div>	Position	<div></div>
Employer's Name	<div></div>	Employer's Name	<div></div>
Address	<div></div>	Address	<div></div>
Postcode	<div></div>	Postcode	<div></div>
Telephone	<div></div>	Telephone	<div></div>
Email	<div></div>	Email	<div></div>

Previous Employment Record most recent first – please explain any gaps

From	To	Employer's name and address	Position held and duties	Reason for leaving

Education and Qualifications

Please list in date order details of your education and qualifications with examinations passed and grades obtained.

From	To	Place of study	Course/subjects studies	Qualifications gained	Grade or class	Date

Additional Information

Please provide details of any other training and courses attended which you consider relevant to this application.

Membership of Professional Bodies (if applicable), give dates and details.

Other Personal Details

Right to Work

Are you a migrant worker?

Yes ☐ No ☐

Do you already have entry clearance for the UK?

Yes ☐ No ☐

If you have answered yes please state what type of clearance you have:

Availability for interview Please list any dates when you would not be available for interview – we will try to avoid them

Do you hold a current UK Driving Licence?

Yes ☐ No ☐

Criminal Record

Please state whether you have any unspent criminal convictions.

Yes ☐ No ☐

N.B. (i) If yes, please enclose details in a confidential sealed envelope for the attention of the Director of HR, Manager Business Support

(ii) Certain posts require a Basic, Standard or Enhanced Disclosure from the Criminal Records Bureau.

Relationships

Are you related to any University of Hertfordshire employee or to any member of the board?

Yes ☐ No ☐

If yes state to whom and the relationship.

Positive about Disabled People

The University guarantees to interview all disabled applicants who meet the essential criteria as detailed in the job description/person specification. Please see the Disability section under the 'Monitoring of the University's Equal Opportunities Policy' part for the definition of a disability.

If you are a disabled person would you like to be considered within this scheme?

Yes ☐ No ☐

Personal Statement

Please state why you are applying for this post and how you feel you meet the criteria in the Person Specification. Please note that short-listing for this vacancy will be carried out against the information you provide. *Continue on a separate sheet if necessary.*

Statement in respect of compliance with Data Protection Act 1998

The University maintains records relating to its staff in both manual and computerised forms. These records include correspondence with and relating to current and potential employees; forms completed as part of the recruitment and selection process; and computerised records for permanent and temporary employees created from this information, and added to as a result of administrative processes within the University. These records are used, amongst other things, for determining suitability for appointment and promotion; for calculating salaries, benefits and sick pay entitlements; for negotiation and communication with employees, for monitoring occupational health and for compliance with Health and Safety legislation purposes; for supporting security systems on University buildings; and for manpower planning and management analysis purposes. They form the basis of statistical returns that are required by the Higher Education Statistical Agency, and by other government agencies. Details of staff names and email addresses are published both internally and on our website.

The University's compliance with the 1998 Act is monitored by the Head of Legal and Corporate Services.

In completing this declaration, I consent to the collection, recording and use of the information which I have provided in the ways described above, and set out in more detail within the University's Data Protection Act registration. I note that some of this information is defined by the 1998 Act as "sensitive personal data".

I declare to the best of my knowledge and belief all information I have given is correct. I understand that any false statement or omissions may result in application being withdrawn or my employment being terminated

Signed

Date

d	d	m	m	y	y
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Monitoring of the University's Equal Opportunities Policy

The University of Hertfordshire is committed to promoting equality and diversity, selecting staff solely on the basis of ability and the requirements of the job. In order to help us monitor the effectiveness of our Equality and Diversity Policy please complete this form. This will be separated from your application on receipt and kept securely. It will not be seen by the staff responsible for shortlisting or interviewing. Applicants' data will be entered onto computerised records for equality auditing. Successful applicants' data will be entered on their Personnel records.

Please complete in block capitals or typescript, ticking the boxes which most closely relate to you.

Personal Details

Post applied for	<input type="text"/>
Reference number	<input type="text"/>
Surname	<input type="text"/>
Forenames (in full)	<input type="text"/>
Gender	Female <input type="checkbox"/> Male <input type="checkbox"/>
Nationality	<input type="text"/>

Disability

The definition of disability under the Equality Act 2010 is a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

A very wide range of conditions, including ones that are hidden and not obvious to other people e.g. dyslexia, diabetes, arthritis, depression, HIV and other long-term medical conditions, may be recognised as a disability. Not everyone who has a disability classifies themselves as 'disabled'. We do however encourage disclosure if you have a condition that falls within the definition of a disability.

Do you consider yourself to be disabled within the definition of the Equality Act 2010?

Yes ☐ No ☐

Ethnicity

Please tick the category that you feel best describes your ethnic origin using the 2001 Census classification below.

WHITE	
British <input type="checkbox"/>	Irish <input type="checkbox"/>
Any other White background (please write in)	
<input type="text"/>	
MIXED	
White and Black Caribbean <input type="checkbox"/>	White and Black African <input type="checkbox"/>
White and Asian <input type="checkbox"/>	
Any other Mixed background (please write in)	
<input type="text"/>	
ASIAN or ASIAN BRITISH	
Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	
Any other Asian background (please write in)	
<input type="text"/>	
BLACK or BLACK BRITISH	
Caribbean <input type="checkbox"/>	African <input type="checkbox"/>
Any other Black background (please write in)	
<input type="text"/>	
CHINESE or OTHER ETHNIC BACKGROUND	
Chinese <input type="checkbox"/>	
Any other (please write in)	
<input type="text"/>	
Information refused <input type="checkbox"/>	

Signed	<input type="text"/>
Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

*Thank you for your co-operation.
Please return with your application form to Human Resources.*