|  |
| --- |
|  |



**Application Form**

|  |
| --- |
| **Form details** |
| This form is for salaried vacancies only. There is a separate form for student jobs. Completed applications should be emailed to [jobs@su.plymouth.ac.uk](mailto:jobs@su.plymouth.ac.uk) |

|  |  |  |
| --- | --- | --- |
| **Position details** | | |
| Position applied for |  | |
| Closing date & time |  | Completed by HR |

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate details** | | | |
| Please note: it is essential that your initials and postcode are entered here correctly and clearly, as this is the only means by which we can cross reference with your Personal Details form, which will be removed from your application form before short listing. Please be sure to send both forms | | | |
| Initials |  | Postcode |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Present employment** | | | |
| Job title |  | | |
| Name of employer |  | | |
| Address of employer |  | | |
| Date started |  | Date left |  |
| Present basic salary |  | Other benefits |  |
| Summary of duties and responsibilities |  | | |
| Notice required |  | | |
| Reason for wanting to leave |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment** | | | | |
| Please work start with the most recent job and work backwards | | | | |
| Job title |  | | Salary | £ |
| Name and address of employer |  | | | |
| Summary of duties and responsibilities |  | | | |
| Reason for leaving |  | | | |
| Date started |  | Date left | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Job title |  | | Salary | £ |
| Name and address of employer |  | | | |
| Summary of duties and responsibilities |  | | | |
| Reason for leaving |  | | | |
| Date started |  | Date left | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Job title |  | | Salary | £ |
| Name and address of employer |  | | | |
| Summary of duties and responsibilities |  | | | |
| Reason for leaving |  | | | |
| Date started |  | Date left | |  |

Continue employment on a separate sheet if necessary

|  |  |
| --- | --- |
| **Education and qualifications** | |
| Secondary, further or higher education, professional training and membership | |
| School, college, institution or examining body |  |
| Course taken |  |
| Qualifications and grade |  |
| Date awarded |  |

|  |  |
| --- | --- |
|  | |
| School, college, institution or examining body |  |
| Course taken |  |
| Qualifications and grade |  |
| Date awarded |  |

|  |  |
| --- | --- |
|  | |
| School, college, institution or examining body |  |
| Course taken |  |
| Qualifications and grade |  |
| Date awarded |  |

|  |  |
| --- | --- |
|  | |
| School, college, institution or examining body |  |
| Course taken |  |
| Qualifications and grade |  |
| Date awarded |  |

|  |  |
| --- | --- |
|  | |
| School, college, institution or examining body |  |
| Course taken |  |
| Qualifications and grade |  |
| Date awarded |  |

Continue education on a separate sheet if necessary

|  |  |
| --- | --- |
| **Person Specification** | |
| The panel will shortlist candidates based on the following essential criteria | |
| **Essential Criteria** | |
| **Criterion** | **Please explain how you meet this criterion** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| The panel will shortlist candidates based on the following desirable criteria in the case of tie breaks on essential criteria | |
| **Desirable Criteria only** | |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Supplementary information** |
| Please give any information which might assist the selection panel to determine suitability for the post. |
|  |

Continue information on a separate sheet if necessary

|  |
| --- |
| **Leisure activities** |
| Including any social achievements |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Referees** | | | |
| Please supply details of three referees. One should be your most recent employer. The second should be a second professional reference. The third can be a personal reference. | | | |
|  | Most recent employer | Second professional reference | Personal reference |
| Name |  |  |  |
| Job title |  |  |  |
| Address |  |  |  |
| Telephone | (     ) | (     ) | (     ) |
| Email |  |  |  |
| May we contact this person? | Yes  No | Yes  No | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Driving** | | | |
| Do you hold a UK Driving Licence and your own car? | Yes  No | Do you have any endorsements? | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration** | | | |
| I declare that the information I have given in this application is true and accurate to the best of my knowledge. This application has been completed by me. | | | |
| Signature (typed is acceptable) |  | Date |  |