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**APPLICATION FOR EMPLOYMENT**

**Application for position of:**

Where did you see the original advert for this post.......................................................................………………………….

***Please complete form in Black Ink or Typescript***

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname (Block Letter) | Other Names, in full | | Title  ❑ Dr ❑ Prof  ❑ Mr ❑ Mrs  ❑ Miss ❑ Ms  Other ………………….. |
| Address | | | Postcode |
| E-mail address | Nationality | Do you require a work permit?  YES/NO | |
| Home and Mobile Telephone Number | Work Telephone Number | Please indicate if we may contact you at work  ❑ YES  ❑ NO | |

2. **Skills and Abilities**

|  |
| --- |
| **In the following questions, please ensure that you relate your responses to the requirements of the position as advertised. Answers in bullet points are acceptable.** |
| i) What skills and knowledge specific to this role can you offer?  ii) Please give examples of how you have contributed to a team.  iii) Please indicate what you consider to be your key achievement of relevance to this post. |

**For sections 3 and 4 you may prefer to attach a CV/Publications list containing this information. Please ensure you complete sections 5, 6 & 7.**

3. **Education**

|  |  |  |
| --- | --- | --- |
| Courses and Subjects Studied (for further/higher education, please include name of College/University) | Qualifications Awarded | Date Awarded |
|  |  |  |

4. **Employment Details** - If you have never been in employment, please go straight to Section 5.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of current or most recent employer | | | Current Salary:  Expected Salary: | |
| Dates of Employment | |
| From | To |
| Position held and brief description of duties (where possible relating these to the job applied for) | | | | |
| Reason for Leaving/Wishing to Leave | | | | |
| Please give details of previous posts, starting with your most recent | | | | |
| Name and Address of Employer | Job Title and Brief Description of Duties | Dates of Employment  From/To | Reason for Leaving | |
|  |  |  |  | |

5. **Referees**

|  |  |
| --- | --- |
| Please give the names and addresses of two persons who we may approach **immediately** for a reference on your experience and qualifications. These should not be relatives | |
| i)  Job Title……......................................................................... | ii)  Job Title……...............................................……………… |
| **Please note that any offer of employment will be conditional upon receipt of a satisfactory reference from your current/last employer or academic institution.** | |

6. **Miscellaneous** **Information**

|  |  |
| --- | --- |
| i) Are you available for the published interview date should you be invited to interview?  ❑ YES  ❑ NO | ii) When would you be able to start the job, if appointed? Please include any holiday dates already scheduled. |
| iii) Do you consider yourself to have a disability? If so, please indicate any facilities which you may require in order to attend an interview. (NERC/CEH operates a Guaranteed Interview Scheme for disabled applicants under the Disability Confident Scheme <https://www.gov.uk/government/collections/disability-confident-campaign>). | |
| If the answer to either of the following questions is yes, please give details. This will not necessarily exclude you from employment as each case is considered on its own merit. Please refer to the note below about the Rehabilitation of Offenders Act. | |
| 1. Have you ever been found guilty of an offence by any court? | ii) Are there any outstanding summonses or charges against you? |

7. **Declaration**

I understand that any false or misleading information given in this form may result in my disqualification or render me, if I am appointed, liable to dismissal and that I will forfeit all claims to superannuation benefits I would otherwise be entitled to. I understand that if I deliberately suppress any significant fact I will be similarly penalised unless the Rehabilitation of Offenders Act 1974 applies.

I confirm that the information on this form is accurate to the best of my knowledge.

Signature ................................................................. Date ...........................................

|  |
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| **Data Protection Statement**  The personal data you give on this form will be held on a computerised system and will be used by NERC for the purpose of administering and monitoring, reviewing and evaluating all aspects of the recruitment and selection process. If you application is unsuccessful, your data will be removed from the system 6 months from the completion of the selection exercise. Your personal data will not be passed to a third party without your consent. |

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| Please return the completed form by the closing date advertised, with any CV/publication list or covering letter via email to: [**recruitment@ceh.ac.uk**](mailto:recruitment@ceh.ac.uk) |

**CANDIDATES SHOULD NOT SEND TESTIMONIALS, WHETHER COPIES OR ORIGINALS**