



# 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 UKBA permission), trade union membership and activity, political or religious beliefs, socio-economic background and any other distinction.

- Please note
1. All sections to be completed in black ink.
  2. Additional sheets may be attached/inserted wherever necessary.

Title of post..... Ref No .....

School/Professional Service.....

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:  ..... .....

2 Education			
Any 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)





**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 Research and consultancy experience, publications, conferences and exhibitions (if applicable)**

If you are applying for an academic position with the University please give details of your research and consultancy experience, publications conferences and exhibitions. Continue on / attach / or insert a separate sheet/document if necessary.

## 10 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.

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**

**Referees will automatically be approached when a job offer has been made and accepted.**

## 11 Prevention of illegal working

Do you require permission from the UK Border Agency to take up employment with Bournemouth University if appointed to this post, e.g., a Certificate of Sponsorship? **YES / NO**

For further information on the Immigration Asylum and Nationality Act 2006 and UK Border Agency Immigration rules – [see the UK Border Agency website](#)

## 12 Declaration

I declare that all the information on this application form and 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 consent to Bournemouth University processing the information given on this form, including 'sensitive' information, as may be necessary during the recruitment and selection process. I understand that if my application is unsuccessful this application may be held on file for a maximum of 9 months and where appropriate, my details may be passed onto other line managers. 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. Should you not want us to hold and pass on your details within the University please tick the box.

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

Please return your completed form by post to:

Human Resources  
Bournemouth University  
Melbury House  
1-3 Oxford Road  
Bournemouth  
Dorset BH8 8ES  
United Kingdom

Please return your completed form by email to:  
Human Resources Enquiries: +44 (0) 1202 961132

hrvacancies@bournemouth.ac.uk  
Fax Number: +44 (0) 1202 961143

Dignity, Diversity and Equality Policy (Employment) Statement:

Bournemouth University is committed to both the avoidance of unlawful discrimination and the positive promotion of diversity and equality. In pursuit of this it is essential that no person shall experience more or less favourable treatment on the grounds of disability, gender, gender expression and identity, sexual orientation, marital or parental status, age, race, colour, ethnic origin, nationality (subject to UKBA permission), trade union membership and activity, political or religious beliefs, socio-economic background and any other distinction.

In order to ensure the effective implementation of this policy, the University will monitor its employment related policies, practices and procedures on a continuing basis. Where appropriate, action will be taken to address any matters arising from monitoring.

As an approved user of the disability symbol we are committed to employing disabled people and will interview all applicants with a disability recognised within the definition of the Equality Act 2010, who meet the minimum criteria for a job vacancy and consider them on their abilities. The Act defines disability as 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. Long term is taken to mean lasting for a period greater than twelve months or where the total period is likely to last at least twelve months. If you are in any doubt about whether you meet this definition please contact Human Resources.

Please complete all relevant questions on the form below. This information is confidential and will be stored electronically and manually in Human Resources for monitoring purposes only. This form will not be passed on to those making a selection decision.

If you have any queries regarding these form please contact Human Resources on (01202) 961132.

Thank you for your help.



# Equality Monitoring Form

1 Surname..... 2 Forename(s).....  
 3 Post applied for ..... 4 Reference No.....

5 How did you first hear about this vacancy  
 (Please state specific publication or source).....

6 Gender **MALE / FEMALE** 7 Date of Birth.....

8 Nationality.....

**9 Ethnicity**

**White**  
 British   
 Irish   
 Other White background

Please give details .....

**Black or Black British**  
 Caribbean   
 African   
 Other Black background

Please give details.....

**Mixed**  
 White and Black Caribbean   
 White and Black African   
 White and Asian   
 Other Mixed background

Please give details .....

**Asian or Asian British**  
 Indian   
 Pakistani   
 Bangladeshi   
 Other Asian background

Please give details.....

**Chinese or Other Ethnic background**  
 Chinese   
 Any other Ethnic background

**10 Disability**

The Disability Discrimination Act protects employees, job applicants, contract workers and students who fall within the new definition of disability. The Act defines disability as 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. Long term is taken to mean lasting for a period greater than twelve months or where the total period is likely to last at least twelve months. This definition includes people with heart disease, diabetes, epilepsy, severe disfigurement, depression, schizophrenia, Down's syndrome, dyslexia, for example.

Do you consider yourself to be disabled within the definition of the Disability Discrimination Act?

Yes  No

If you wish please give further details here .....

You are not obliged to declare a disability and the University recognises that many people who may be considered disabled under the terms of the DDA do not require any assistance or support. However for those who may, equipment, computer software, flexible working, other support or reasonable adjustment may be available, so an individual's impairment would have little or no bearing on their capability to realise their employment potential. If you wish please give further details here of any equipment or support you may need because of your disability to carry out the duties described in job description or during the interview selection process. This may include any special consideration for access.

I hereby give my consent to Bournemouth University to record and process my personal information and sensitive personal data in line with the terms of the Data Protection Act and all other legislative provisions. My consent is conditional upon Bournemouth University complying with their legal duties and obligations relating to the recording and use of this information. I understand that if I have sent this application form via e-mail it will automatically be deemed that I have provided my consent.

Signed..... Date .....