

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.

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

Faculty/Professional Service

| PERSONAL INFORMATION | |
|---|---------------------------|
| Surname: Professional Surname..... (if different to above) | Home Phone Number: |
| Forename(s): | Work Phone Number: |
| Title: (Prof/Dr/Miss/Mr/Mrs/Ms) | Mobile Number: |
| Address: | E-mail: |
| Postcode: | |

| 2. PRESENT APPOINTMENT | |
|---|--|
| a Present post and grade | |
| b Institution and address | |
| c Date of appointment to present post | |
| d Notice period | |
| e Current salary & additions to salary | |
| f Reason for seeking other employment | |

3. PREVIOUS APPOINTMENTS

| Dates | Appointment |
|-------|-------------|
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4. GRADUATE AND POSTGRADUATE QUALIFICATIONS

| Date | Title of award | Subject | Class | Awarding body |
|------|----------------|---------|-------|---------------|
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5. MEMBERSHIP OF PROFESSIONAL BODIES

| Date | Body |
|------|------|
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6. LEARNING AND TEACHING

Summary of principal activities in learning and teaching (e.g. teaching and administration of teaching)

Teaching responsibilities in the last two academic years

| Programme/Module | Undergraduate/ postgraduate and year | Leadership responsibilities | Number of students | Contact hours |
|------------------|--|--------------------------------|-----------------------|---------------|
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7. RESEARCH AND SCHOLARSHIP PROFILE

Summary of current research and scholarship

Information on number of PhD/MPhil students (current and completed), research grants (with year, grant body and amount awarded)

8. PUBLICATIONS

List your publications in reverse chronological order within each category (peer-reviewed journal articles; books; edited chapters; other e.g. popular). Continue on / attach / or insert a separate sheet/document if necessary

9. CONTRIBUTIONS TO PROFESSIONAL PRACTICE ACTIVITIES (e.g. professional teaching and professional service; engagement with industry; Knowledge Transfer Partnerships; outreach).

10. INDICATIONS OF PEER ESTEEM

Please give examples of measures of peer esteem such as Research Council panel membership, external examinerships, fellowships of learned societies

| Dates | Nature of recognition |
|-------|-----------------------|
| | |

11. 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 work. Continue on / attach / or insert a separate sheet/document if necessary.

| | |
|--|----------|
| 12. PREVENTION OF ILLEGAL WORKING | |
| Do you require permission from the UK Visa & Immigration Service (UKVI) to take up employment with Bournemouth University if appointed to this post? | 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 | |

| | |
|--|--|
| 13. REFERENCES | |
| Please provide the names and contact details of three work-related referees who are of high academic or professional standing. You must include your current/most recent line manager and for Professorial applications at least one referee must be a Professor. (References need to cover 2 years work immediately preceding this application) | |
| Current/most recent line manager: | |
| Name | Name |
| Position | Position |
| Organisation | Organisation |
| Address | Address |
| | |
| Telephone | Telephone |
| Email | Email |
| Capacity in which known | Capacity in which known |
| May we contact prior to interview? YES/NO | This referee could be contacted prior to interview. |

| |
|--|
| Name |
| Position |
| Organisation..... |
| Address..... |
| |
| Telephone |
| Email |
| Capacity in which known |
| This referee could be contacted prior to interview. |

14. 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 understand that if I have sent this application form via e-mail it will automatically be deemed that I have signed the declaration below.

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](#).

15. 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](#). 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 Academic 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 Telephone: 01202 961133**