 **KTP Employment Supplementary Information Form**

Please complete the following information. It is not necessary to duplicate any information already provided by a CV and/or Cover Letter. You may indicate ‘see CV’ where the relevant information has previously been supplied.

**Title of KTP post**  **Ref No**

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| **1 Personal Details** |
| Surname Forename(s) Preferred title (Prof/Dr/Miss/Mr/Mrs/Ms)Address  Postcode  | Contact:Home Mobile email  |

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| 2 Education  |
| Name of Institution | Qualifications (UG Degree and above only)Please state subject & class for degrees etc. | Date of Award(Mth/Yr) |
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| **3 Membership of professional bodies** (if applicable) |
| Professional Body | Class of Membership | Date |
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| **4 Employment** |
| Present position or activity  Please give a brief description of duties   Present employer’s name & address    | Date started Full or part-time Current salary £ Additions to salary £ In what form? Reason for seeking other employment Please state when you would be available to take up employment if offered  |
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| **5 Previous employment and/or other activities during the last five years** (please start with the most recent) |
| Dates (Month/Year)From To | Name & location of employer | Position & duties | Reason for leaving |
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| **6 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. (References need to cover two years’ work immediately preceding this application) |
| 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.** |

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| **7 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?**Please note, if you are a non-UK national (including EEA nationals) and are entering the UK for the purposes of work after 1 January 2021 you will require permission to work under the [Skilled Worker Route](https://www.gov.uk/guidance/new-immigration-system-what-you-need-to-know#skilled-workers) unless you have another type of Leave to Remain in the UK. For further information on the Immigration Asylum and Nationality Act 2006 and UKVI Immigration rules – [see the UKVI website](https://www.gov.uk/government/organisations/uk-visas-and-immigration). This includes a useful tool to check if you require a visa and to assess eligibility for sponsorship under the Skilled Worker Route.  |

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| **8 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.ukWhen 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](https://www1.bournemouth.ac.uk/about/governance/digital-security/sending-sensitive-data).  |

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| **9 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 share the details of your application with the KTP company named in the job advertisement, with whom you would be based if your application is successful. 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](https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy/staff-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 KTP Employment Supplementary Information Form. Please now complete the KTP Employment 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**