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**Application for Employment**

**Guidance for the completion of the application form**

To ensure a consistent approach with our recruitment procedure:

* Candidates are requested to submit their application using this standard form to assist our processes and to ensure all applicants are assessed equally.
* We do not accept CVs in place of application forms.
* Please submit your form electronically if possible. If your application is hand-written, please use black ink.
* Please ensure your application form is completed fully.

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| --- | --- | --- |
| Title of the post |  | |
| **Department/School** |  | |
| **Where did you see the post advertised?** | RAU website  Jobs.ac.uk  Glosjobs  Indeed SW1 Jobs  LinkedIn  Other (please specify): | |
| **Please indicate any dates when you would be unavailable for interview due to holiday etc.**  **(The University will endeavour to accommodate any dates detailed above)** | |  |

**Part 1: Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | | Miss Ms Mrs Mr  Mx Professor Doctor | | |
| **Forename(s)** | |  | **Surname** |  |
| **Email address** |  | | **Phone number** |  |
| **Home Address** |  | | | |
| **Do you have the right to work in the UK?** | | | Yes No | |
| **DISCLOSURE** - If you are related to any employee of RAU or to any member of the Board of Governors, please state: | | | Name of the person you are related to  Nature of your relationship | |

**Part 2: Education and academic qualifications**

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| --- | --- | --- | --- |
| **Secondary school attended and qualifications attained** | **Dates** | | |
| **From** | | **To** |
|  |  | |  |
| **Colleges / University attended** | **From** | | **To** |
|  |  | |  |
| **Degrees, Professional Training and Teaching Qualifications** (including Class achieved) | **Dates awarded** | | |
|  |  | | |
| **Please give details of qualifications for which you are currently studying** | **Expected completion date** | | |
|  |  | | |
| **Publications and Research** (please list brief details including dates) | | | |
|  | | | |
| **Relevant Training Courses Attended, Professional Memberships Held. etc** | | **Dates Completed/Awarded** | |
|  | |  | |

**Part 3: Employment History**

**PRESENT/LAST ROLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** |  | **Period of**  **Employment** | **From:** | **To:** |

|  |  |  |
| --- | --- | --- |
| **Name of present / last employer** | **Address and Tel No.** | **Brief description of duties and responsibilities** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current/last salary** | £ | **Reason for leaving** if applicable |  |
| **Contract** | Part-time Full-time | **Period of Notice required** if applicable |  |

**PREVIOUS EMPLOYMENT** (in chronological order, starting from most recent)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position Held** | **Name and Address of Employer** | **Full/Part Time?** | **Employment Period**  From:To: | | **Reason for leaving** |
|  |  |  |  |  |  |

**Part 4: Supporting Information**

Please detail your reasons for applying for this post and provide detailed examples of any experience or training which shows how you meet the criteria for the job and person specification, together with any other information you wish to add in support of your application:

For academic posts, please also cover the following areas below:

* Teaching, Research and Administrative Activity
* Other subjects of interest
* Editorial and reviewing work
* Resource management
* Subjects taught and at what level
* Research Grants held
* Research Grants held
* Fully referenced publications
* Project management

Continue on a separate page as necessary

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**Part 5: Disclosure & Barring**

Royal Agricultural University is registered with the Disclosure and Barring (DBS) service. This service is used to assess the suitability of applicants for positions of trust. It is the policy of RAU that all relevant appointments are subject to verification from the DBS service and it undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. In accordance with the Rehabilitation of Offenders Act 1974 we require all applicants to disclose any 'unspent' criminal convictions. We recognise the contribution that people with criminal records can make as employees and a criminal record will not, in itself, debar a person from working at the Royal Agricultural University. Any information given will be treated in the strictest confidence.

**Have you got any unspent convictions?  Yes\* / No** \*please provide details

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The Royal Agricultural University is registered with the Disclosure and Barring (DBS) service. This service is used to assess the suitability of applicants for positions of trust and all relevant appointments are subject to verification from the DBS service.   Further guidance can be found on <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

**Part 6: Referees**

Please give the names two referees below. **The references need to cover the last 3 years of your employment.** It is your responsibility to ensure that your referees are happy for you to provide us with their contact details. The referees named must be people who can comment authoritatively on you as a person and must include your current or most recent employer (or his / her representative).

**Referees will not be contacted prior to interviews.**

**CURRENT/MOST RECENT EMPLOYER -** Please give the name of a referee from your current or most recent employer with line management responsibility for your role.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Address and Tel No.** | **Email address** |
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**SECOND REFEREE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Address and Tel No.** | **Email address** |
|  |  |  |  |

**Part 7: Applications**

Royal Agricultural University confirms its commitment to equal opportunities in employment. In all its activities as an employer, the University seeks to ensure that individuals are recruited, trained, promoted and treated fairly during the term of their employment.

Completed applications must be received by the published closing date. Ideally, applications will be sent to the RAU via email: [jobs@rau.ac.uk](mailto:jobs@rau.ac.uk)

Please submit a completed [Equal Opportunities Monitoring Form](https://www.rau.ac.uk/sites/files/rau/jobs/Equal%20Opportunities%20Monitoring%20Form%20August%202021.docx) with your application.

However, if you wish to send a signed copy by post, please mark envelope ‘Strictly Confidential’ and forward to the following address: Human Resources Department, Royal Agricultural University, Stroud Road, Cirencester, GL7 6JS

**ALL INFORMATION PROVIDED BY APPLICANTS WILL BE TREATED IN CONFIDENCE**

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# **Disability Confident**

The Royal Agricultural University is a registered [Disability Confident](https://www.gov.uk/government/collections/disability-confident-campaign) committed (Level 1) employer. Increasing employee diversity is important to us and we are committed to the aims of Disability Confident. In particular, we will:

* ensure that our recruitment processes are inclusive and accessible
* communicate our vacancies through a range of different channels
* offer an interview to applicants with a disability who meet the minimum essential requirements of the role (as detailed within the role profile)
* anticipate and provide reasonable adjustments as and when required
* provide support to any existing employee who acquires a disability or a long-term health condition

As part of our commitment to Disability Confident, job applicants who have declared a disability (within the Equal Opportunities section of the application form) will have a have a guarantee of being invited to the interview if they meet the essential criteria for the role.

**Part 8: General Data Protection Regulations: Applicant Privacy notice**

The Royal Agricultural University collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the University’s HR and recruitment management systems (electronic and paper based), and in IT systems (including the University's email system). Your information may be shared internally with the HR Department and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles.

The University may share your data with third parties in certain circumstances. Personal data that the University uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data.

In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data. If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view [here](https://www.rau.ac.uk/privacy-notices).

**Part 9: Declaration**

I confirm that the information on this form is correct and that any false statement may be sufficient cause for rejection, or if employed, may result in dismissal.

I will produce evidence of qualifications declared in this application form. If offered an appointment, I agree to complete a medical questionnaire and undergo a medical examination if required.

I understand that this information will be stored in manual and electronic files and is subject to the provisions of the General Data Protection Regulations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate’s Signature** (written or electronic) |  | **Date** |  |

**Thank you for your interest in working at the Royal Agricultural University**