

**Application for Employment**

**Professional Services Vacancies**

|  |
| --- |
| Post Title: Centre/Department:Where did you FIRST see the post advertised? |
| (Block Capitals)**Surname: Forename(s): Title:**  |
| **Email address:**  |
| **Telephone:** |

|  |
| --- |
| 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) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education** (from the age of 11) |  |  |  |
| Name of School, University, etc | Full or Part-time | From - To | Qualifications & Grades ObtainedDate of Award & Awarding Body |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Relevant Training Courses Attended, Professional Memberships Held. etc** |

|  |  |  |
| --- | --- | --- |
| **Present or most recent employment** |  |  |
| Name and Address of Employer | Post Held | Brief description of duties and responsibilities |
|  |  |  |
| Period of appointment (DD/MM/YY) | From: | To: |
| Grade and/or Salary: |  | Full-time or Part time: |
| Period of Notice required if applicable: |  |  |
| Reason for leaving if applicable: |  |  |

|  |
| --- |
| **Previous Employment,** most recent first.Please specify exact employment dates (DD/MM/YY) |
| Name and Address of Employer | Post Held | Full orPart-time | From To | Reason for leaving |
|  |  |  |  |  |

|  |
| --- |
| **Additional Information**Please give 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. Continue on a separate page as necessary |
|  |

|  |
| --- |
| **Convictions** |
| Have you ever been convicted of a criminal offence? Yes / No No Please attach detailsYou are not required to give details of a ‘spent’ conviction as provided by the Rehabilitation of Offenders Act 1974 unless the post is one that involves direct contact with children or vulnerable adults where we need to know **all** convictions. Please refer to the Job Description of the post. |
| **Referees**Please give the names of the referees below: two for support staff posts, three for academic posts.**The references need to cover the last 3 years of your employment.**Please place a cross in the box provided if you do not wish us to contact your referee at interview stage. |
| **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 & Telephone Number |
| e-mail address: |  |  |
|  |  | I do not wish you to contact this referee at interview stage |
|  |  |  |
| **SECOND REFEREE**Name: | Position: | Address & Telephone Number |
| e-mail address: |  |  |
|  |  | I do not wish you to contact this referee at interview stage |
|  |  |  |
| Are you related to a Governor or employee of the Royal Agricultural University?If so, please give details: |  |  |
| I certify that the details in this application are correct.Signed: ....................................................................... \* Date:...............................\* If you are sending this application form to the University by e-mail then in the absence of this signature you should note that the e-mailing of this application constitutes your personal certification that the details in this application are correct. |

Please submit a completed Equal Opportunities Monitoring Form with your application.