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**Application for employment**

**Please complete in black ink, or type**

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| **1 Vacancy details** |

Post applied for Department

Post reference number

|  |
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| **2 Personal details** |

|  |  |
| --- | --- |
| Surname | Forenames (s) |
| Permanent address | Preferred title (ie, Mr/Mrs/Ms/Miss/Prof/Dr) |
| Telephone/ (daytime)  Mobile | Telephone (evening) |
| Temporary address and dates (if applicable) | E-mail |

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| 3 Referees |

Please name two people who may be approached for a reference connected with your work

experience. One of these must be your present, or most recent, employer. References may be taken

up if you are invited for interview. If you do not wish any referee to be contacted at this stage,

please place an ‘X’ in the relevant box.

|  |  |
| --- | --- |
| First referee | Second referee |
| Name | Name |
| Address | Address |
| Telephone | Telephone |
| E-mail | E-mail |
| Position/Post title | Position/Post title |

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| **4 Present employment** (if applicable) |

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| --- | --- |
| Name and Address | Post/Title |
|  | Salary |
|  | Other allowances |
|  | Date of commencement |
|  | Period of notice |
| Have you worked for Coventry University previously? | Yes  No  |
| Post/Title |  |
| Dates of Employment |  |

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| **5 All previous employment** (most recent first, including unpaid and voluntary work) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From  mth/yr | To  mth/yr | Employer | Post/Title | Salary or Grade | Reason for leaving |
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| **6 Education and training** |

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| From mth/yr | To mth/yr | School, College, Polytechnic, University attended | Qualification obtained including grade or stage | Date passed |
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| **7 Details of other courses attended** |

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| --- | --- | --- | --- | --- |
| From mth/yr | To mth/yr | Course title and organising body | Subjects | Length of course |
|  |  |  |  |  |
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| **8 Membership of professional bodies** |

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| --- | --- | --- | --- |
| Name of professional body | Present grade or membership | Was entry gained through examination? | If yes, please give date |
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| **9 Relevant experience and skills** |

Please give details of any work experience and personal skills you feel will be of interest to the selection panel.

If applicable, please include details of unpaid or voluntary work.

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(If necessary, please continue on a separate sheet)

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| **10 Confirmation of details – Eligibility to work** |

**A. Eligibility to work in the UK**

Do you require permission to work in the UK? Yes  No 

If yes please indicate your current immigration status:

Current leave to remain expiry date?

Do you require sponsorship under Tier 2? Yes  No 

I certify that the information given on this form is correct.

I understand that any wilful omission or falsification may lead to the disqualification of this application or dismissal if appointed to the post applied for.

In accordance with the Data Protection Act 1998 I consent to Coventry University processing personal data contained in this application form and other data which Coventry University may obtain from me or other people, for the purposes of recruitment and selection for employment, including contacting the referees I have nominated. I consent to the processing of personal data defined in the Act as ‘sensitive data’ in connection with Equal Opportunities monitoring; pre-employment medical clearance and the commission or alleged commission of offences.

Signed:

Dated:**­­­­­­­­­­­­­­­­­­­­­­­­­­­­­**