APPLICATION FORM

**PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION FORM. A CURRICULUM VITAE AND OTHER RELEVANT INFORMATION WILL ONLY BE CONSIDERED ALONGSIDE THE COMPLETED FORM. PLEASE TYPE OR WRITE CLEARLY IN BLACK INK.**

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| Post Applied for: | UoM Sport Sabbatical Officer | Date Application Received:(for office use only) |  |
| Application Number:(for office use only) |  | Vacancy Ref No: 2019-20 |
| Faculty/Directorate/School: | UoM Sport (in the Directorate for the Student Experience) |

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| **How did you hear about this vacancy?** |  |

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| --- | --- |
| **Personal Details**  |  |
| Surname |  |
| Forename(s) or other names |   |
| Address for correspondence |  |
|  |
|  | Postcode:  |
| Telephone | Home:  | Work:  |
| E-mail address |  |
| Other contact |  |
| Fax |  |
| National Insurance No. (if known) |  |
| Do you need a work permit to take up this appointment?  |  | Are you a UK or EU/EEA national?  |  |
| Interviews will be held on May 1st 2019  |  |

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| Education | Please continue on a separate sheet if necessary |
| Secondary School | From  | To | Qualifications gained, subject, grade and date |
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| Further, Higher and/or Professional Education (please note that at the time of application, you will be a current, final year student or be a recent graduate (meaning within the last year) of the University of Manchester) | Qualifications Achieved  |
| College/University  | From | To | Subject courses studied, level and grade  |
|  |  |  |  |
| Professional Membership/Awards (include name of institution/organisation, grade of membership and date of award) |
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| Vocational/Other Training Courses (include name of institution, nature of course and date) |
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| --- | --- |
| Employment History | Present or most recent employment |
| Name, Address and Telephone No of Employer | Date(s) employed | Salary and Review Date | Position(s) held |
|  |  |  |  |
| Outline of duties and responsibilities |
| Notice period: |
| Date and reason(s) for leaving (if appropriate) |

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| Former Employment | Please list in chronological order, with your most recent post first |
| Name, Address and Telephone No of Employer | Dates(s) employed | Position(s) held and outline of duties and responsibilities | Reason for Leaving |
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| **Rehabilitation of offenders****/CRB Checks** | **Details regarding criminal record(s) will be requested at the short listing stage of the recruitment and selection process. Posts with either standard or enhanced disclosure also require Criminal Records Bureau (CRB) checks before an appointment can be confirmed. A criminal record will not necessarily be a bar to obtaining a position.** |

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| **Additional supporting information** |  |
| .Please state how previous and present experience enables you to satisfy **each** of the criteria on the person specification (please address point by point)(Please continue on a separate sheet if necessary).  |   |
| **References - please tick the box below if you do not want your referee to be contacted prior to interview** | Please supply the name and address **two** persons for all from whom references may be requested. Referee 1 must be your current or most recent employer. The other must be from people who are able to comment on your aptitude for the post. |
|  | Name |  |
| Position |  |
| Address |  |
|  |
|  |
| Tel |  |
| Email |  |
| Referee 2 | Name |  |
| Position |  |
| Address |  |
|  |
|  |
| Tel |  |
| Email |  |
| Referee 3 | Name |  |
| Position |  |
| Address |  |
|   |
|  |
| Tel |  |
| Email |  |

I declare that the information contained in this application is correct to the best of my knowledge and understand that any false statement or omission may result in my application being withdrawn or my appointment being terminated. Any information provided will be stored in electronic and manual form and processed in accordance with the University of Manchester’s registration under the Data Protection Act (1998). Initially this information will be used for all purposes relating to the selection process and may be disclosed to those members of the University who have a need to see it. For the successful candidate, the information will form part of the personal, confidential record. In the case of unsuccessful candidates, the data will be destroyed after six months.

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| Signature;  | Date;  |

**Please return the completed application form to the name and address stated on the further particulars.**

 **Vacancy reference:………………..**

**Equal Opportunities Monitoring**

The University of Manchester operates an Equality and Diversity Policy and is committed to ensuring that all appointments are made on merit. In order to help the University to monitor the effectiveness of this policy, all applicants for appointments are asked to complete this form.

The data given on this form will be used in accordance with the University’s registration under the Data Controller within the meaning of the Data Protection Act 1998. It will be kept strictly confidential and used for statistical purposes only.

**Please return with your completed application form. On receipt this form will be separated from your application form and will be kept separate from your application form. It will not be seen by the members of the short-listing or interviewing panel.**

|  |  |
| --- | --- |
| **Surname/Family name:** |  |
| **First/Personal name(s):** |  |
| **Gender:**  |   |
| **Date of Birth:** (Day/Month/Year) |  |
| Is your gender identity different from your birth sex?  |
| **Ethnic Group:** |
|    |   |

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| --- |
| **Religion:** |
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| --- |
| **Nationality:** |
| Please state your nationality:  |

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| **Sexual Orientation:** |
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| Disability:The Disability Discrimination Act (2005) defines a disability as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. |
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| **Caring Responsibilities:**Do you have caring responsibilities for any children under 16, an elderly or dependant adult? |
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**Guaranteed Interview Scheme**

The University of Manchester are users of the Disability Two Ticks Symbol which is awarded by Jobcentre Plus. Under this scheme, we guarantee an interview to anyone with a disability who meets the essential criteria for the job.

What do we mean by disability?

The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

The University of Manchester is an Equal Opportunities employer and is committed to supporting disabled people in recruitment, employment and career development.

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| --- | --- | --- |
| Using the definition above do you consider yourself to have a disability?  |  |  |

Please indicate below if you would like to be considered under this Scheme.

|  |  |  |
| --- | --- | --- |
| I would like to be considered under the Guaranteed Interview Scheme |  |  |

Support

If you are successful in being invited for an interview you will be given the opportunity to discuss any support requirements you might have.

If you are unsure about any aspects of this scheme or the support available and would like to discuss this further please contact the University’s Staff Disability Advisor:- des@manchester.ac.uk

Tel: 0161 275 8519

The information you provide at this stage will be treated with the utmost confidence and will only be shared with the chair of the short listing panel and the local Human Resources Team.

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| Office use only - Please complete if candidate has asked to be considered under the guaranteed interview scheme  |
| Application Ref: No  |  |
| Met the essential criteria  |  | Not met the essential criteria  |  |