

Employment Application Form

We are actively implementing equality of opportunity policies and seek people who share our commitment.

Please read the "Information for Applicants" page before completing this form.

POST TITLE:	POST REF NO:
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DEPARTMENT:

SURNAME:	TITLE: (eg. Mr, Ms, Dr, Prof – optional) Please state preferred title.
FIRST NAME(S):	
ADDRESS:	
POST CODE:	DATE OF BIRTH: Day/Month/Year
TELEPHONE No: (Please include STD code)	Mobile:
EMAIL:	

Education and Qualifications				
Please provide details of qualifications obtained, ensuring all dates, where known, are entered in full eg.day/month/year, starting with the most recent first.				
DATE FROM DD/MM/YYYY	DATE TO DD/MM/YYYY	NAME OF EDUCATION ESTABLISHMENT Please state full or part-time	QUALIFICATION OBTAINED LEVEL, SUBJECT & RESULTS	DATE OBTAINED DD/MM/YYYY

Membership of Professional Bodies

Please list details of any professional organisations to which you belong.

If membership of a particular professional body is required, it will be stated in the Person Specification.

DATE OBTAINED DD/MM/YYYY	LEVEL OF MEMBERSHIP	NAME OF BODY	DESIGNATORY LETTERS

Training Courses

Please give details of any non-qualification training courses you have recently undertaken that are relevant to the position for which you are applying eg. ET, YTS, skills development, conferences and seminars.

DURATION	COURSE TITLE	BRIEF DETAILS

Interests and Achievements

Please use this section to outline any interests and achievements that may be relevant to this post.

Please include details of any community or voluntary work and the responsibilities undertaken.

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Employment History

This section is for brief details about your employment history. Please include any part-time and casual employment.

Present or most recent employer

DATE FROM DD/MM/YYYY	DATE TO DD/MM/YYYY	NAME OF ORGANISATION	JOB TITLE Please state if full or part-time

Please describe your main duties and responsibilities:

Reasons for change:

SALARY:

NOTICE REQUIRED (if appropriate):

Previous Employment - please give your most recent employment first.

DATE FROM DD/MM/YYYY	DATE TO DD/MM/YYYY	NAME OF ORGANISATION	JOB TITLE Please state if full or part-time	BRIEF DETAILS AND REASONS FOR CHANGE

Further Information

Please use this section to explain how your skills and experience are relevant to this position, and why you are applying. Please include details of any research or consultancy undertaken and published work. If necessary please continue on a separate page.

Do you require a work permit to take up employment in the UK? Yes No
 NI Number

References

Please give details of two references (not relatives) who know you well and can provide current information about your work experience and skills. One referee should be your present or most recent employer.

1. Your present or most recent employer:

NAME:

ADDRESS:

POSTCODE:

POSITION:

DEPARTMENT:

TEL No: Ext:

FAX No:

EMAIL:

2. Your other referee:

NAME:

ADDRESS:

POSTCODE:

POSITION:

DEPARTMENT:

TEL No: Ext:

FAX No:

EMAIL:

If you are short-listed references may be taken up before interview. If you do not wish your present employer to be contacted at this stage please tick this box:

I confirm that the information provided in this application is accurate.

Signed

Date

PLEASE RETURN YOUR COMPLETED APPLICATION BY THE CLOSING DATE STATED IN THE ADVERTISEMENT TO:
 HUMAN RESOURCES, NOTTINGHAM TRENT UNIVERSITY, BURTON STREET, NOTTINGHAM, NG1 4BU.
 TELEPHONE: +44 (0)115 941 8418 FAX: +44 (0)115 848 6551

