

# APPLICATION FORM

|  |  |  |
| --- | --- | --- |
| **Post applied for:** |  | |
| **Closing Date** |  | |
| **Where did you see this post advertised?** | |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | | |  | **Surname** | |  | | | |
| **Forenames** | | |  | | | | | | |
| **Address** | | |  | | | | | | |
| **Telephone (day)** | |  | | | **Telephone (evening)** | | |  | |
| **E-mail** |  | | | | | | **Work Permit required?** | |  |

|  |  |
| --- | --- |
| **Education/Training** | |
| Please include details of education, professional qualifications and training you have undertaken and any qualifications currently being pursued. | |
| **Qualifications (with grades)** | **Place of Study / Training** |
|  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Work Experience** | | | | | | |
| Please give details of your current employer (if applicable). | | | | | | |
| Current or most recent employer: | | | | |  | |
| Job title: |  | | | | | |
| Level of responsibility: | | |  | | | |
| From: | |  | | To: | |  |
| Brief Description of duties and responsibilities: | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Experience (continued)** | | | |
| Please include details of relevant and/or recent work experience | | | |
| **Dates** | **Employer’s Name** | **Job Title and Salary** | **Brief Duties and Responsibilities** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Work-related Courses and Training**  Please give details of all courses and training you have attended which you feel may be relevant to the job applied for | |
| **Dates** | **Course/Training Details** |
|  |  |

|  |
| --- |
| **Personal Statement** |
| Using no more than 1000 words, please provide evidence of your abilities and personal knowledge. |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Referees** | | | | | |
| Please provide the names and details of two people to whom references can be made. One of these should be your current/most recent employer. Any offer of employment will be subject to receipt of satisfactory references. | | | | | |
| **Name** |  | | **Name** |  | |
| **Address** |  | | **Address** |  | |
| **Phone** |  | | **Phone** |  | |
| **E-mail** |  | | **E-mail** |  | |
| **How do you know this person?** | | | **How do you know this person?** | | |
|  | | |  | | |
| **Please place an X here if you do not want us to contact this person without your permission.** | |  | **Please place an X here if you do not want us to contact this person without your permission.** | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that the details given by me in this application are accurate. I understand that any false statement or failure to disclose information where required to do so will, if engaged, render me liable to disciplinary action which may include dismissal.  **How we use your data**  Your application data will be used only for the purposes of the application process for this role, and will not be shared with any third parties. If you are unsuccessful in this application, we would like to keep your application data on file for up to one year so that we may contact you if similar roles become available at a later date.  Do you agree to this data being retained for the time period specified above?  Yes  No | | | |
| **Signed** |  | **Date** |  |

Please return this form to [joshua.robertson@durham.ac.uk](mailto:joshua.robertson@durham.ac.uk) before the relevant deadline.