

# Application for Employment



As part of our standard recruitment processes that all interview and selection correspondence will be sent electronically and therefore we ask that applicants ensure that the email address provided is clear and accessible. If you wish to be considered for one of our vacancies the application form must be completed in full for all positions. You may attach your CV if you feel it is appropriate.

## A Post Details

|                    |  |   |  |
|--------------------|--|---|--|
| Post applied for:  |  | Post No:                                |  |
| School/Department: |  | Where did you see this post advertised? |  |

## B Personal Details

|   |  |   |                          |
|---|--|---|--------------------------|
| Surname   |  | Forenames   |                          |
| Title   |  | Phone numbers (please specify your preferred number)  |                          |
| Home Address  |  | Home  | <input type="checkbox"/> |
|   |  | Mobile  | <input type="checkbox"/> |
|   |  | Alternative   | <input type="checkbox"/> |
| Post code   |  | Tick If you do not wish to provide an email address and wish to receive correspondence via post. <input type="checkbox"/> |                          |
| E-mail address. <b>This will be used for all future correspondence.</b> |  |   |                          |

## C Education

Please provide details of your qualifications, this may include formal vocational training and should be in chronological order starting with your most recent.

| Qualifications obtained or currently studying towards | Dates From | To | Institution | Main Subjects Studied |
|---|------------|----|-------------|-----------------------|
|   |            |    |             |                       |
|   |            |    |             |                       |
|   |            |    |             |                       |
|   |            |    |             |                       |

## D Membership of Professional Bodies

| Professional Body | Current Status (e.g. Fellow; Full member; Graduate; Student; Licentiate; Associate, etc.) | Date obtained |
|-------------------|---|---------------|
|                   |   |               |
|                   |   |               |
|                   |   |               |
|                   |   |               |
|                   |   |               |

### E Current/Most Recent Employer

|   |             |               |
|---|-------------|---------------|
| Employer  | Post Held:  | Dates From To |
| Address   | Key Duties: |               |
| Please give reason for leaving/wishing to leave current or most recent employer:                |             |               |
| Notice Period required by current employer (if applicable):                                     |             |               |
| Current or most recent salary:  |             |               |
| Please provide number of days absent from work in the last 2 years with reasons, if applicable: |             |               |

### F Employment History

Please provide details of your employment history, in date order starting with the most recent.

|          |             |               |
|----------|-------------|---------------|
| Employer | Post Held:  | Dates From To |
| Address  | Key Duties: |               |
| Employer | Post Held:  | Dates From To |
| Address  | Key Duties: |               |
| Employer | Post Held:  | Dates From To |
| Address  | Key Duties: |               |

Please use the continuation sheet if required.

## G Skills and Experience

Please use this section to demonstrate how you believe your skills and experience match those detailed in the advert and post information. You should try to address all of the essential and as many of the desirable elements as you can and, where possible, this should be supported by examples of behaviours, practices and successes from your current or most recent employer. Applicants to academic positions may wish to attach a separate list of your most recent research publications, consultancy or income generation activities.

Please use the continuation sheet if required.

## H References

Please provide the contact details of two employer referees, which should include your current or most recent employer, if applicable. References will only be contacted for applicants invited to interview. Please tick the box if you would like us to seek your permission prior to contacting.

|                                   |                          |                          |
|-----------------------------------|--------------------------|--------------------------|
| Name                              |                          |                          |
| Employer                          |                          |                          |
| Address                           |                          |                          |
| Telephone                         |                          |                          |
| Email                             |                          |                          |
| Seek permission before contacting | <input type="checkbox"/> | <input type="checkbox"/> |

## I Entitlement to Work in UK

Glasgow Caledonian University values its diverse workforce and welcomes international applicants. If you are successful in obtaining employment with us you will be required to provide evidence of your entitlement to work in the UK. If you are not a British or Commonwealth Citizen with the right of abode in the UK, or a citizen of any country in the European Economic Area (EEA), you may require sponsorship by Glasgow Caledonian University.

In 2008, the UK Border Agency introduced a new points based system (PBS) for migrant and foreign national workers coming to the UK. This replaces the previous work permit arrangements. Please answer the following questions

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Are you a British Citizen or Commonwealth Citizen with the right of abode in the UK, or a citizen of any country in the EEA?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If No to question 1, do you have any of the following? <input type="checkbox"/> Tier 1 <input type="checkbox"/> Indefinite leave to remain <input type="checkbox"/> Dependant status   |                          |                          |
| 3. If you have answered No to question 1 and are not covered by any of the options in question 2, please indicate if you require sponsorship by Glasgow Caledonian University. Please note that sponsorship with your current employer is non transferable. <input type="checkbox"/> I require sponsorship by GCU |                          |                          |
| 4. If you do not require sponsorship, please provide details of your immigration status.  |                          |                          |

## J Disability

Glasgow Caledonian University welcomes applicants who self-assess themselves as having a disability, where disability is defined as a physical or mental impairment which has a substantial or long term adverse effect on a person's ability to carry out normal day-to-day activities.

|  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| Do you consider yourself to have a disability?   | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, would you require types of aids, adaptations, equipment or special arrangements in order to attend an interview? |                          |                          |

## K Declaration

I certify that the information provided on this form and in any attachments is correct and understand that any misrepresentation or omission may lead to dismissal without notice. I understand that the information I have given may be stored in manual and electronic files and is subject to the provisions of the Data Protection Act 1998. I agree to information provided on this form being used by the University in accordance with the Act and that if I am unsuccessful all documentation related to my application will be confidentially destroyed after 6 months.

|            |       |
|------------|-------|
| Signature: | Date: |
|------------|-------|

If submitting by email, you will be required to physically sign Section K Declaration at interview.

Please return to: [recruitment@gcu.ac.uk](mailto:recruitment@gcu.ac.uk) quoting the Ref Number for the post in the email subject field. Applications may also be sent to the address opposite if you have elected to receive communications via post. For help and enquiries please visit our website [www.gcu.ac.uk/hr/](http://www.gcu.ac.uk/hr/) or call on 0141 331 8864

Recruitment  
Human Resources Department  
Glasgow Caledonian University  
Cowcaddens Road  
Glasgow  
G4 0BA

Thank you for your interest in working with us. Glasgow Caledonian University operates Dignity at Work and is committed to providing a positive working and learning environment for both staff and students.

Glasgow Caledonian University is a registered Scottish charity, number SC021474