

APPLICATION FORM

Oxford Brookes University is an equal opportunities employer

Confidential



Post No: _____	For office use only
Job Title: _____	
Where did you see the post advertised? _____	App No: _____
Pages 1, 2 and 3 of this form must be completed in typescript or black pen. A full curriculum vitae may also be included.	
Surname _____	Ref No: _____
Title _____	
First name(s) _____	App Rec'd: _____
Address _____	
_____	Invitation to attend sent on: _____

Post code _____	
Email address _____	
HR use email to invite short-listed candidates to interview. You are advised to check your spam filter in case correspondence is there. If you don't provide an email address you will be contacted by post, if invited for interview.	
Telephone Day _____ Evening _____	
National Insurance Number _____	
If you are you currently employed by Oxford Brookes University, please state your employee number. _____	
REFEREES Please give the name, postal address, email address (if known) and occupation of three referees for Academic posts, or two referees for Support posts . One should normally be your present employer. Please indicate your relationship with each referee. Our policy is that successful candidates can have access to references and personal files. You may wish to advise your referees of this fact.	Referees
1. _____ _____ Relationship to referee Email address: May we contact this referee without further authority from you? Yes/No	Written to on/ received
2. _____ _____ Relationship to referee	

	Email address: May we contact this referee without further authority from you? Yes/No	Written to on/ received
--	--	----------------------------

3.		
	Relationship to referee	
	Email address: May we contact this referee without further authority from you? Yes/No	

Please note that an offer of employment is subject to satisfactory medical clearance and references.

Education experience				
Educational qualifications (list in chronological order from secondary school onward)				
Name of Institution	Dates from/to	Full or part-time	Subjects studied	Qualifications obtained (include grades)

Other relevant training and development experience/courses (if appropriate)				
Where undertaken	Dates from/to	Full or part-time	Topic/subject	Qualifications obtained. (if applicable)

Employment summary

You may continue on a separate sheet if necessary

Employer	Dates	Full or part-time	Post title and nature of duties	Salary	Notice period	Reason for leaving
Current post						
Employer	Dates	Full or part-time	Post title and nature of duties			
Previous Employment						

Academic posts only**Research, consultancy, publications**

Please provide a list of publications and research grants gained. You may continue on a separate sheet if necessary, or refer to your CV.

For **Professorial Posts**, please ensure your application includes evidence as requested in the 'Criteria for Professorships'. A current CV may be submitted in addition to the application form.

Relevant Experience and Skills

Using the person specification to guide you, please give details of any experiences and skills with which you feel are relevant to the post. Include a description of your duties in your present role, if appropriate, and details of experiences and skills gained in previous roles and any other areas such as temporary work, voluntary work, studies or spare time activities. You may continue on a separate sheet if necessary.

Equal opportunities policy

Oxford Brookes University is an equal opportunities employer. This application form does not contain any questions relating to a) place of birth/nationality, b) marital status or children, or c) disability.

Questions on these matters will not normally be asked at interview, but if you are offered an appointment this will be on the understanding that there is nothing in your personal circumstances which might prevent you from taking up the appointment and carrying out the full duties of the post.

The Equal Opportunities Monitoring Form does not form part of your application. The information from it will be kept separately and used only to monitor the effectiveness of our equal opportunities policy.

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

The discovery of relevant information not disclosed could lead to disciplinary action and/or dismissal after appointment.

Signed:

Date:

Completed applications should be uploaded via **www.brookes.ac.uk/vacancy** or be printed and returned by post to: **Directorate of Human Resources, Wheatley Campus, Wheatley, Oxford OX33 1HX**. Alternatively, they can be faxed to: **44 (0)1865 485767** or emailed to: **vacancies@brookes.ac.uk**

Equality, Diversity and Inclusion Monitoring

Oxford Brookes University has adopted equality, diversity and inclusion as core values and places all it does in the context of the objectives:

- Ensuring that all individuals who come into contact with the University, whether as employees or in other capacities are treated with dignity and respect;
- Ensuring that the opportunities of employment are made available on a non-discriminatory basis

We would like you to complete the form and email or post to the address at the end. The information is anonymous and will not be stored with any identifying information about you. All details are held in accordance with the Data Protection Act 1998.

This will help us understand who we are reaching and to better serve everyone in our community. The information will be used to provide an overall profile analysis of people applying for employment with us. If you would like the form in an alternative format or would like help in completing the form, please contact a member of staff.

Additional information for disabled applicants

Oxford Brookes University supports the 'Positive About Disabled People' Scheme (The Two Ticks symbol), which means we are committed to encouraging disabled people to apply for jobs by offering them the guarantee of an interview if they meet the essential criteria for a job vacancy.

If you are disabled and may need additional arrangements to be put in place for interview please complete Section B.

You are welcome to contact the Human Resources Team (tel: 01865 485698) in confidence at any point during the recruitment and selection process to discuss any support required for participation at interview or any reasonable adjustments we can make that will help overcome any operational difficulties presented by the job.

Visit our equality, diversity and inclusion statement for more information.
www.brookes.ac.uk/services/hr/eod



SECTION A – Equality, Diversity and Inclusion Questionnaire

1. What is your legal sex?

This is the sex given on your birth certificate

I am: Male ☐ Female ☐

2. Is your gender identity the same as the gender you were assigned at birth?

Yes ☐ 01 No ☐ 02 Prefer not to say ☐ 98

3. Date of Birth: (dd/mm/yyyy).....

4. Country of Nationality:

5. Disability:**

The Equality Act 2010 considers a person to be disabled if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities. Further information is available at: <https://www.gov.uk/definition-of-disability-under-equality-act-2010>

Do you consider yourself to have a disability?

☐ No ☐ Yes

If yes please indicate which of the following areas is most appropriate to you (**you may tick up to two boxes**)

Specific learning disability (e.g. dyslexia or dyspraxia)	<input type="checkbox"/> 51	Long standing illness or health condition (e.g. cancer, HIV, diabetes)	<input type="checkbox"/> 54
General learning disability	<input type="checkbox"/> 52	Mental health condition	<input type="checkbox"/> 55
Social/communication impairment (e.g. Asperger's syndrome)	<input type="checkbox"/> 53	Physical impairment or mobility issues	<input type="checkbox"/> 56
Blind or serious visual impairment not corrected by glasses	<input type="checkbox"/> 58	Deaf or serious hearing impairment	<input type="checkbox"/> 57
Prefer not to say	<input type="checkbox"/> 97	Other type of disability	<input type="checkbox"/> 96

If you have identified you are disabled but **DO NOT** want your application to be considered under the two-ticks scheme please tick here

☐

If you are disabled and may require any adjustments to be made during the interview process please see section B

6. Ethnicity:

Please state what you consider your ethnic origin to be. Ethnicity is distinct from nationality and the categories below are recommended by the Higher Education Statistical Agency (HESA) and reflect the 2001 census ethnicity classification system.

Asian or Asian British- Indian	<input type="text"/>	31	Asian or Asian British- Pakistani	<input type="text"/>	32
Asian or Asian British- Bangladeshi	<input type="text"/>	33	Chinese	<input type="text"/>	34
Other Asian background	<input type="text"/>	39			
Black or Black British- Caribbean	<input type="text"/>	21	Black or Black British- African	<input type="text"/>	22
Other Black background	<input type="text"/>	29			
White	<input type="text"/>	10	Gypsy or Traveller	<input type="text"/>	15
Mixed- White & Black Caribbean	<input type="text"/>	41	Mixed- White & Black African	<input type="text"/>	42
Mixed- White & Asian	<input type="text"/>	43	Other Mixed background	<input type="text"/>	49
Arab	<input type="text"/>	50			
Any other ethnic group	<input type="text"/>	80			
Information refused	<input type="text"/>	98			

7. Sexual orientation:

How would describe your sexual orientation:

Bisexual	<input type="text"/>	1	Gay man	<input type="text"/>	4	Gay woman/lesbian	<input type="text"/>	2
Heterosexual	<input type="text"/>	3	Other	<input type="text"/>	9	Prefer not to say	<input type="text"/>	0

8. Religion and/or belief.

Which group do you most identify with:

Buddhist	<input type="checkbox"/>	1	Christian	<input type="checkbox"/>	2	Hindu	<input type="checkbox"/>	3
Jewish	<input type="checkbox"/>	4	Muslim	<input type="checkbox"/>	5	Sikh	<input type="checkbox"/>	6
Spiritual	<input type="checkbox"/>	7	No religion	<input type="checkbox"/>	8	Other religion/ belief	<input type="checkbox"/>	9
Prefer not to say	<input type="checkbox"/>	0						

Thank you for helping us to ensure the effectiveness of our equality, diversity and inclusion policies and practices by completing this questionnaire.

Please return it, along with your application form, to Oxford Brookes University, Directorate of Human Resources, Wheatley Campus, Wheatley, Oxford, OX33 1HX or to vacancies@brookes.ac.uk

SECTION B - Information for Disabled Applicants on arrangements if selected for an interview

Any information provided regarding additional needs will only be used to ensure that we can fully support you during the interview process, and will only be disclosed to those who need to know to enable appropriate adjustments to be made.

For further advice or any information please contact a member of the University's Human Resources Team on 01865 485698 or email hr-hrteam-eod@brookes.ac.uk. If you would like a member of the team to contact you to discuss any support requirements prior to interview or taking up any position offered at Oxford Brookes University, please give a contact number or email address.

Please indicate whether you would need any of the following arrangements to be made if you were invited to interview

Interview information on audio tape

☐

Car parking space for Interview

☐

Interview information in large print

☐

Induction Loop in interview room

☐

Facility for personal carer, assistant or other person to accompany you at interview

☐

Wheelchair accessible location for interview

☐

Sign language or other assistance with communication at interview
(Please specify the exact type of service required).

Other requirements – please give details.

Thank you for completing this form. Please return it, along with your application form, to Oxford Brookes University, Directorate of Human Resources, Wheatley Campus, Wheatley, Oxford, OX33 1HX or to vacancies@brookes.ac.uk