

#### **APPLICATION FORM**

Oxford Brookes University is an equal opportunities employer Confidential



	-SABLY
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 of full curriculum vitae may also be included.	or black pen. A
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 check your spam filter in case correspondence is there. If you cemail address you will be contacted by post, if invited for intervi	don't provide an
Telephone Day Evening	
National Insurance Number	
If you are you currently employed by Oxford Brookes University your employee number.	y, please state
REFEREES Please give the name, postal address, email address and occupation of <b>three referees for Academic posts</b> , <b>or two</b> <b>Support posts</b> . One should normally be your present employe indicate your relationship with each referee. Our policy is that s candidates can have access to references and personal files. Y advise your referees of this fact.	o referees for er. Please successful
Relationship to referee	
	347 111
Email address:	Written to on/
Email address:   May we contact this referee without further authority from y	received
	received
May we contact this referee without further authority from y	received

Email address:

May we contact this referee without further authority from you? Yes/No

Written to on/ received

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

on/

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 r	nature of d	uties				
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 nondiscriminatory 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:	Ma	ale			Female		
2. Is y	your gen	der ide	entity t	he san	ne as the gen	der yo	were assigned at birth?
Yes		)1 <b>N</b> O		02	Prefer not to sa	iy	98
3. I	Date of E	Birth: (d	d/mm/yy	ууу)			

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: <u>https://www.gov.uk/definition-of-disability-under-equality-act-2010</u>

#### Do you consider yourself to have a disability?



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) General learning disability Social/communication impairment		51 52 53	Long standing illness or health condition (e.g. cancer, HIV, diabetes) Mental health condition Physical impairment or mobility		54 55 56
(e.g. Asperger's syndrome) Blind or serious visual impairment not corrected by glasses		58	issues Deaf or serious hearing impairment		57
Prefer not to say		97	Other type of disability		96
If you have identified you are disabled but <b>DO NOT</b> 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

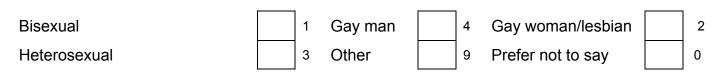
# 6. Ethnicity:

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

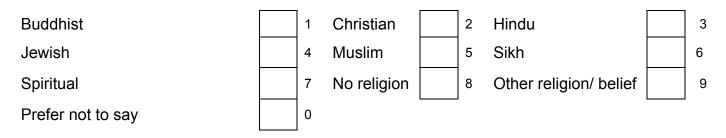
# 7. Sexual orientation:

#### How would describe your sexual orientation:



### 8. Religion and/or belief.

#### Which group do you most identify with:



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 <u>hr-hrteam-eod@brookes.ac.uk</u>. 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

Interview information in large print

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

Car parking space for Interview Induction Loop in interview room 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 <u>vacancies@brookes.ac.uk</u>