

## Application form guidance notes

Thank you for your interest in applying for a role at Newman University.

<http://www.newman.ac.uk/about-us/467>

Please complete the application form in black ink if hand-written and ensure it is completed in full, using separate sheets as necessary to provide information.

Please also be aware that a failure to complete an application in full may affect your consideration for the post.

All information provided by applicants will be treated in the strictest confidence.

You must disclose whether you are related to any employee of the University, or to any member of the Board of Governors. Canvassing for appointment disqualifies.

The University is an Equal Opportunity Employer and we operate the Two Ticks Positive about Disability Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

[http://www.direct.gov.uk/en/DisabledPeople/Employmentsupport/LookingForWork/DG\\_4000314](http://www.direct.gov.uk/en/DisabledPeople/Employmentsupport/LookingForWork/DG_4000314)

### Part 1 – Personal Details

The information detailed under Part 1 will not be used for shortlisting.

The ***DfEE (department for Education and Employment)/DES no.*** is your Teacher Reference Number (TRN) if applicable. The first two digits indicate the year of qualification. Replaced TQS.

#### ***Right to Work in the UK***

If you are a national of any other EEA country or Switzerland, you will not need to apply for our permission in order to work here.

<http://www.ukba.homeoffice.gov.uk/eucitizens/>

If you are a Bulgarian or Romanian national and want to work in the UK, you will need to apply for an accession worker card unless you are exempt (see link below). Your employer may have to apply for a work permit. For information on how to apply for an accession worker card and a work permit, see the [Applying section](#).

<http://www.ukba.homeoffice.gov.uk/eucitizens/bulgaria-romania/work-permits/liveworkuk/>

If you are not a national of any other EEA country or Switzerland and we employ you to do a job that is not in a shortage occupation, we must demonstrate that there are no suitable settled workers or nationals of a country in the European Economic Area (including the UK) to fill the job. To demonstrate this, we must comply with the **resident labour market test** before we assign a certificate of sponsorship to you. The link below explains this requirement in detail.

<http://www.ukba.homeoffice.gov.uk/business-sponsors/points/sponsoringmigrants/employingmigrants/residentlabourmarkettest/>

## **Part 2 – Employment Record**

Please list all your previous employment starting with the current or last employer, and provide an approximate date or period of when you will be able to take up an appointment if offered to you.

## **Part 3 – Education and Academic Qualifications**

Please provide as much information as possible. You will be asked to provide proof of any qualifications, research or publications listed.

## **Part 4 – Other Interests**

Your interests and hobbies provide us with additional information about you and further skills you may bring to the role where relevant.

## **Part 5 – Additional Information**

Considerable emphasis is placed in the selection process on this section and you should set out the relevant qualifications, experience, skills and qualities which you will bring to the post and refer explicitly to the essential and desirable qualities as set out in the job specification.

## **Part 6 – Criminal Records Bureau**

It is a condition of employment that all relevant posts are vetted by the CRB.

Newman University are registered with the Criminal Records Bureau (CRB) Disclosure service. This service is used to assess the suitability of applicants for positions of trust. It is the policy of Newman University that all relevant appointments are subject to verification from the CRB Disclosure service and it undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. In accordance with the Rehabilitation of Offenders Act 1974 we require all applicants to disclose any 'unspent' criminal convictions.

Further guidance can be found on [www.crb.gov.uk](http://www.crb.gov.uk) or a standard paper copy can be obtained from the Human Resources Department.

If you apply for a CRB relevant post and are successful through the selection process you will be asked to complete a CRB form. Any confirmation of employment will be then subject to clearance.

## **Part 7 – References**

It is our practice to obtain references prior to the Interview stage, please give the name and address of two referees who we may approach and the capacity in which they are known to you.

The referees named must be people who can comment authoritatively on you as a person and must include your current or most recent employer (or his/her representative).

Please state if you do not wish us to contact your referees prior to interview stage.

Any offer of employment will be made subject to the receipt of satisfactory references.

## **Part 8 – Applications**

Completed applications must be received by the published closing date noted in the Job Specification. If you are producing and forwarding your application by email we will also require you to send a signed copy by post to the following address:-

Human Resources Department  
Newman University  
Genners Lane  
Bartley Green  
Birmingham  
B32 3NT

Our email address is [humanresources@newman.ac.uk](mailto:humanresources@newman.ac.uk)

Please mark the envelope "Strictly Confidential".

## **Part 9 – Declaration**

Please ensure you read the declaration before you sign the application and date the application form.

## **Equality and Diversity Monitoring Form**

We aim to be an Equality employer and it is our policy to recruit staff solely on merit, irrespective of gender, race, ethnicity, disability, age, religion or belief or sexual

orientation. To enable the University to monitor the effectiveness of its Equality and Diversity Policy we request all applicants to provide the information requested on the monitoring form.

The information will be held on a computer record for statistical purposes to monitor the effectiveness of our Equality and Diversity Policy. All information provided will remain totally confidential and will be separated from the application form on its receipt and kept in the HR office.

If any of the sections below are incomplete, the HR Department will mark the section stating that the applicant did not provide the information. However, please be aware that it may delay the processing of your application if the form is not fully completed.