

VERIFICATION RESEARCH, TRAINING AND INFORMATION CENTRE

Development House, 56–64 Leonard Street
London EC2A 4LT, United Kingdom

Tel +44 (0)20 7065 0880

Fax +44 (0)20 7065 0890

Website www.vertic.org

These personal details should be accompanied by a current Curriculum Vitae plus a brief statement of why you wish to apply for this position, indicating how your skills, past achievements, qualifications, experience and personal qualities make you suited for this job and what contribution you would expect to make if appointed. Please list publications and distinctions where applicable.

Job title:	
Where did you see the post advertised?:	
Surname:	Title (Prof/Dr/Mr/Mrs/Miss/Ms):
Forename(s):	
Home address (including postcode):	
Email:	
Telephone number:	
Mobile number:	
Work address (including postcode):	
Email:	
Telephone number:	
Mobile number:	
May we contact you by telephone <input type="checkbox"/> or email <input type="checkbox"/> at work? (please indicate as appropriate)	
National Insurance number:	



Do you require permission to work in the UK?: Yes No

Have you applied to/been employed by VERTIC before? If so, please give details/dates:

Please state your present / last basic annual salary and any regular additional benefits / allowances (e.g. London Allowance).
N.B.: Salary details of appointee may be verified.

Next increment (if any), value and date:

References

Please provide the names and addresses of two referees (one of whom should normally be your manager/supervisor at your current workplace). For recent graduates, your personal tutor could also be appropriate. Relatives may not be given as referees.

One	Two
Name: Job title of referee: Relationship to you: Address: Tel. no.: Fax no.: Email:	Name: Job title of referee: Relationship to you: Address: Tel. no.: Fax no.: Email:

If you are shortlisted, references may be taken up prior to interview. Please tick if you do not wish us to contact your current employer prior to interview.

Additional referee: it would be very helpful if you could provide details of a third referee whom we could approach if one of the other two is unavailable prior to the interviews. Please fill in the name and contact details in the space below:

Data protection statement

Access to this information will be restricted to a limited number of authorised staff. The information may also be used for the purposes of compiling employee statistics and equal opportunities monitoring.

I give my consent to this information being processed and stored (by means of a computer database or otherwise) as described above, for the duration of my contract of employment and to fulfil the statutory, or recommended, retention periods when I am no longer an employee at VERTIC.

I confirm that all the information given on this form is complete and correct by printing my name below.

PRINT NAME: **DATE:**

Please note that failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal.