

# Job Application Form

## Confidential

Please complete this form in black ink or type and return it to the Human Resources Department at London South Bank University, 103 Borough Road, London, SE1 0AA or email to [humanres@lsbu.ac.uk](mailto:humanres@lsbu.ac.uk)

Post applied for			
Location		Reference No	

## Personal Details

Name		Surname	
Title e.g. Dr or Prof			

Home address		Postcode	
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Are you required to hold a work permit? Yes  No

Do you have any unspent criminal convictions? Yes  No

Are you related to, or in any form of relationship with, any member of the University Board, or to any employee of the University? Yes  No

If yes please enter details:	
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Work telephone number (if we may use it)		Home and Mobile telephone numbers	Home	
E-mail (if we may use it)	Mob			

## Employment History

### Present employer (or last employer, if not currently employed\*)

Name and address of employer		Postcode	
Job title		Date of appointment	
Present salary and grade		*Date of leaving	
Reason for leaving		Notice Period	

Please give a brief description of your present duties and responsibilities

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**Previous employment (most recent first)**

Name and address of employer	From	To	Position held	Reason for leaving

**Education and training**

Schools, Colleges or Universities, etc	From	To	Subjects taken / qualifications achieved

**Additional qualifications**

Awarding Body	Qualification	Year awarded

**Membership of professional bodies**

Professional Body	Membership status	Year awarded

**Training and short courses (work and outside work)**

**Detail non-qualification training you have undertaken that is relevant to the post for which you are applying**

Training body or Organisation	Details of Course or other form of development	Date

**SELECTION CRITERIA**

*The information you provide in this section will be used in assessing your application. Please refer to the information provided in the job description. In particular the selection criteria for the post for which you have applied. For each of these criteria, please detail the skills, knowledge, experience and personal qualities gained through work or unpaid work that demonstrate you meet the requirements of the job.*

*Please complete this section in all cases and even if you have included a CV. Use additional sheets if required.*

**Criterion A**

**Criterion B**

**Criterion C**

**Criterion D**

**Criterion E**

**Criterion F**

**Criterion G**

**Criterion H**

**Criterion I**

**Criterion J**

**Criterion K**

**Criterion L**

**Criterion M**

**Criterion N**

**Criterion O**

**Other relevant information (please detail any other information relating to your application not included above)**

**PUBLICATIONS AND RESEARCH EXPERIENCE  
(TO BE COMPLETED FOR ACADEMIC OR RESEARCH POSTS ONLY)**

*Detail any research undertaken, or publications, that are relevant to the post for which you are applying*

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**References**

Please give the name and addresses of **two** referees (one of which must be your present, or most recent, employer).

**References will only be taken up for successful candidates.**

If you have had more than ONE EMPLOYER DURING THE PAST THREE YEARS, it will be necessary for you to provide details of all your employers during that period in order for the University to take up references. Use additional sheets if necessary.

<b>Name</b>			
<b>Position held and relationship</b>			
<b>Organisation</b>			
<b>Address</b>		<b>Postcode</b>	
<b>Telephone (if we may use it)</b>		<b>E-mail (if we may use it)</b>	

<b>Name</b>			
<b>Position held and relationship</b>			
<b>Organisation</b>			
<b>Address</b>		<b>Postcode</b>	
<b>Telephone (if we may use it)</b>		<b>E-mail (if we may use it)</b>	

<b>Name</b>			
<b>Position held and relationship</b>			
<b>Organisation</b>			
<b>Address</b>		<b>Postcode</b>	
<b>Telephone (if we may use it)</b>		<b>E-mail (if we may use it)</b>	

<b>Please state where you saw this post advertised</b>	
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### **DECLARATION AND DATA PROTECTION ACT**

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. In the case of unsuccessful candidates the information will be destroyed after twelve months. In addition, it will be held on a database and used for equal opportunities monitoring purposes.

**I confirm that I do not object to the information collected on this form being transferred onto computer for the purpose of anonymous statistical reporting, in accordance with statutory requirements and for the basis of compiling correspondence and to assist the University in equal opportunities monitoring in respect of job applications.**

I agree that the London South Bank University has the right to validate any of the information provided.

**I certify that to the best of my knowledge, the information given on this form is correct.**

<b>Signature</b>	<b>Date</b>
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**Please note, if you are sending this application form via email you will be required to sign the form if you are invited to an interview.**



## EQUALITY & DIVERSITY - STRICTLY CONFIDENTIAL

LSBU are committed to progressing equality of opportunity, respecting and celebrating difference and eliminating any form of discrimination, victimisation and harassment and promote good relations between all who work, learn or use our services. Through our recruitment process we recognise that everyone have the rights to equality of opportunity regardless of; disability race, gender, gender, sexual orientation reassignment, age, nationality, religion or belief, marital or civil partnership status, or socio-economic status.

The information you provide will be placed on the University's Human Resources Database and will be used to monitor the effectiveness of the University's Equality & Diversity Policy. The information is not used as part of the selection process for interview or appointment and will only be used for the purposes of providing statistical returns within the University.

<b>Name:</b>  <b>Date of Birth:</b>	<b>Gender:</b>  <b>Have you ever changed your gender:</b>
<b>Nationality:</b>	<b>Sexual Orientation:</b>
<b>Ethnic Origin:</b>  <b>If selected other ethnic background please specify:</b>	<b>Religion or Belief:</b>  <b>Religion:</b>  <b>If you hold a belief, please select from drop down menu:</b>  <b>If selected other please specify:</b>
<b>Do you consider yourself disabled:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, please provide details of the nature of the disability</b>	<b>Relationship Status:</b>

Once completed, please email this form with your application to [humanres@lsbu.ac.uk](mailto:humanres@lsbu.ac.uk)