



University of
Portsmouth

Application for Appointment

NOTES FOR GUIDANCE

Please read these guidelines carefully before completing the form.

Equality of Opportunity

The University operates a Recruitment and Selection Policy in order that appointment processes are conducted in a fair and systematic way which promotes equality of opportunity. Please note: the normal retirement age for employees of the University of Portsmouth is 65.

Some notes about this Application Form

1. Enclosed within this folder is the main application form for your completion. This will be used as the basis for shortlisting and selection.
2. The back page of this folder will provide information which is needed for monitoring our Equal Opportunities Policy. This information will not be made available to those selecting candidates to attend for interview. Please detach this form and return it with your application.
3. These guidelines are for your retention.
4. The information that you have provided will be held in accordance with the Data Protection Act.

Completing the Form

1. Please complete all sections in black ink (handwritten or typed).
2. Please ensure that you read the declaration and sign the form thereby certifying that all the information you have provided is accurate. The University reserves the right to check any of the details you have provided.
3. An offer of appointment is subject to eligibility for employment in the UK, and the possession of a work permit, where applicable, before commencement of duties.
4. We have set the closing date to allow you sufficient time to prepare your application thoroughly and submit it to us in good time. If your application is received after the closing date we cannot guarantee it will be considered.

Acknowledgement of Applications

1. If you enclose a self-addressed envelope when returning your form, we will acknowledge receipt of your application.
2. Applicants selected for interview are normally contacted within four weeks of the closing date of the post. Unfortunately, we are unable to inform you if you are not shortlisted for interview.

Referees

1. Referees for shortlisted candidates will be contacted prior to the interview date unless you indicate clearly alongside the details of the relevant referee(s) that you do not wish them to be contacted without your express permission.
2. No offer of employment can be made until two/three (depending on the position) satisfactory references have been received.
3. Testimonials and/or 'open' references will not be accepted.
4. The University of Portsmouth has a policy in which the last three years' employment must be covered by references. A minimum of two referees must be given. If you need to give more please supply details on an additional sheet. One referee should be from your current or most recent employer. If you do not have a recent employer, references related to unpaid employment may be appropriate. Referees must have direct knowledge of your work and should be in a position of seniority in relation to you. School-leavers and graduates may wish to give details of lecturers/tutors/headteachers as appropriate. Character references are not suitable.
5. Please ensure your referees are in a position to respond promptly. It is advisable to give an alternative address and telephone number if they are unlikely to be at their normal place of work.
6. For all referees (especially those outside the UK) please provide fax numbers and/or email addresses if possible.
7. Existing staff of the University of Portsmouth are advised to provide referees who are not likely to be members of the appointment panel.

Should you require further information, please do not hesitate to contact a member of HR Services on (023) 9284 3141 or fax (023) 9284 3122 or email jobs@port.ac.uk.

Thank you for your interest in the University of Portsmouth.

APPLICATION FOR APPOINTMENT



CONFIDENTIAL

Please read 'Notes for Guidance' before completing this application.

Post number _____

Application for the post of _____

In the Department/School of _____

Where did you see the post advertised? _____

1. Personal Details *(please complete in block capitals)*

Surname/Family name _____

Given names _____ Title – i.e. Mr/Mrs/Miss/Ms/Dr/Professor _____

Teachers Pensions number _____ National Insurance number _____
(existing teaching staff)

Address for correspondence _____

_____ Postcode _____

Telephone number
Home _____ Work _____ Mobile _____

Email address _____ Fax number _____

2. Asylum and Immigration Act 1996

Do you require a Work Permit to take up this post? YES NO

3. Current Employment

Post held _____

Date appointed _____ Notice period _____

Salary _____ Other benefits _____

Name and address of employer _____

_____ Postcode _____

Brief details of main duties/responsibilities of your post, including reasons for wishing to leave.

[Empty space for providing details of main duties/responsibilities and reasons for wishing to leave.]

4. Previous employment (attach an additional sheet if necessary)

Date		Employer's name and address	Post held and main functions	Reasons for leaving
From	To			

5. Education (e.g. school, college, university/polytechnic)

Name of institution	Qualifications including subject and grades obtained	Date awarded

6. Training (e.g. non qualification courses, vocational and professional updating, relevant to this post)

Date		Title and nature of the course
From	To	

7. Membership of professional institutions/societies

Admission date	Class of membership	Name of institution

8. Reasons for applying (please use additional sheets if required)

Please give your reasons for making your application. Include evidence that you possess the skills, knowledge and experience required by the Person Specification. If you are applying for a research or academic post, please attach to this application a list of your publications and grants obtained. If you have no publications, please state this here.

PLEASE NOTE: FAILURE TO COMPLETE THIS SECTION MAY JEOPARDISE YOUR APPLICATION

9. References

Give names of people (**not relatives or friends**) from whom references may be sought (three for academic or research and two for others). The first referee should be your current or most recent employer.

Current or most recent employer

Full name and title _____

Address _____

_____ Postcode _____

Relationship should be Line Manager _____ Email address _____

Telephone number (inc. area code) _____ Fax number _____

If you do not wish us to contact this referee before interview, please tick box

Second referee

Full name and title _____

Address _____

_____ Postcode _____

Relationship –
e.g. Line Manager/colleague _____ Email address _____

Telephone number (inc. area code) _____ Fax number _____

If you do not wish us to contact this referee before interview, please tick box

Third referee

Full name and title _____

Address _____

_____ Postcode _____

Relationship –
e.g. Line Manager/colleague _____ Email address _____

Telephone number (inc. area code) _____ Fax number _____

If you do not wish us to contact this referee before interview, please tick box

If any of your referees knew you by another name, please give details

10. Interview date

In order to help us arrange a mutually convenient date, please give details of any known dates in the future when you will not be available. Whilst we will endeavour to meet your requirements, it should be noted that it may not always be possible to meet your suggested alternative dates, therefore we cannot guarantee you an interview.

11. Relationships

If you are related to a member of the Board of Governors or to a senior member of the University of Portsmouth, please state name(s):

12. Declaration

I declare that the information given in this application and in any additional information that I enclose is true, to the best of my knowledge, with nothing having been omitted that would affect this application. I have not canvassed either directly or indirectly any member of the Board of Governors or employee of the University of Portsmouth and will not do so. I understand that any false statement may give cause for dismissal should I be employed.

Signed _____
Date _____

When completed please forward this application form to:

**HR Services, Human Resources Department, University of Portsmouth, University House,
Winston Churchill Avenue, Portsmouth, PO1 2UP.**

**PLEASE ENSURE THE RECRUITMENT & STAFF MONITORING FORM ON THE
INSIDE BACK COVER HAS BEEN COMPLETED.**

FOR OFFICE USE ONLY

Outcome notified _____ Start date _____

Grade _____ Salary _____

Scale point _____ Incremental date _____

Cost code for salary _____ Probation Yes/No _____

Please state hours and days worked per week. If applicable, attach work pattern _____

Permanent/Temporary (with dates) _____

Signed _____ Position _____

Date _____ Authorised by
HR Services _____

ADDITIONAL SHEET

Please use the space below if required.



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JOB APPLICANTS

In order that the effectiveness of our policy can be monitored, applicants are asked to provide the following information. The information will **not** be used as a selection criterion but it will be helpful for monitoring purposes. Please use **block capitals**.

Name _____ Post applied for _____

Where did you see the post advertised? _____

Date of Birth _____

Gender Male Female

Disability
Do you have a disability? Yes No

Disability category
If you have indicated 'Yes' to the above question, please tell us which disability category or categories you consider most appropriately applies/apply to you, by ticking one box or more:

Dyslexia or other specific learning disability	<input type="checkbox"/>	Mental health difficulty	<input type="checkbox"/>
Deaf or hearing impairment	<input type="checkbox"/>	Blind or sight impairment	<input type="checkbox"/>
Wheelchair user or mobility difficulty	<input type="checkbox"/>	Dexterity and co-ordination difficulties	<input type="checkbox"/>
Aspergers Syndrome/Autism	<input type="checkbox"/>	Chronic medical condition (e.g. diabetes, epilepsy, asthma, cancer, HIV, etc.)	<input type="checkbox"/>
Other	<input type="checkbox"/>		

Ethnic group
Please indicate which of the following classifications used in the 2001 Census, you consider most appropriately applies to you:

White		Black or Black British		Asian or Asian British	
British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Irish	<input type="checkbox"/>	African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>	Any other black background	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>

Mixed		Chinese or Other Ethnic Group	
White & Black Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
White & Black African	<input type="checkbox"/>	Any other ethnic background	<input type="checkbox"/>
White & Asian	<input type="checkbox"/>		
Other mixed background	<input type="checkbox"/>		

Nationality
Please indicate your legal nationality. If you have a dual nationality, please state both:

Criminal Convictions and Cautions

If you have any unspent criminal convictions or have any criminal proceedings pending against you, then please give full details as a separate document, clearly stating your full name, the post reference number and the post title of the post for which you are applying. This document should *either* be sent in an envelope marked “**Private and Confidential**” to HR Services, detailing your name, the post title and the post reference number, or *emailed* to jobs@port.ac.uk, detailing ‘**criminal conviction information**’ in the subject box. This envelope/email will only be opened if your application is shortlisted. If you are unsuccessful at this stage, then this envelope/email will be destroyed unopened.

NB: Spent convictions will still have to be declared on applications for certain occupations, such as those involving work with children or vulnerable groups, e.g. the University Nursery Nurse, Nurse or Medical Practitioners post, and Chartered or Certified Accountant.

Thank you for supplying this information. Please detach and return this form, with your application to HR Services, University of Portsmouth, University House, Winston Churchill Avenue, Portsmouth PO1 2UP. This information you have given will be treated in confidence.



University of Portsmouth
HR Services
Human Resources Department
University House, Winston Churchill Avenue
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United Kingdom

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F: +44 (0)23 9284 3122
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W: www.port.ac.uk