

**CONFIDENTIAL   
APPLICATION FOR EMPLOYMENT**

Our **equal opportunities policy** includes the provision that in recruitment, the only consideration must be that the individual meets or is likely to meet the genuine requirements of the job. No one will be discriminated against on the basis of sex, age, race, colour, ethnic origin, physical disability, marital status, sexual orientation, caring or parental responsibilities, or belief on any matters including religion and politics.

Please complete this form in **black** ink/biro or by typing or on audio file.

|  |  |
| --- | --- |
| Application for the Position of:  Ref No or Job Code: | Department: |

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Surname: | First Name: | Title: |
|  | Preferred Forename: |  |
| Address: | Contact details: | |
|  | work:  home:  Email: | |

**REFERENCES**

Please give details (Name, Job Title, Company, Address, Telephone Number) of two work referees, one of whom must be your present or most recent employer or course tutor if currently a student. If you have been employed in your present or most recent post for less than three years (and have up to three years work experience) please provide details of referees that will cover the last three years.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Name:    Address:  2. Name:  Address:  Can references now be taken up with: | | | Relationship to you:  Telephone:  Email:  Relationship to you:  Telephone:  Email: | | | | | |
|  | | | | | | | | |
|  | Your first referee? | Yes | |  |  | No |  |  |
|  | | | | | | | | |
|  | Your second referee? | Yes | |  |  | No |  |  |
|  | | | | | | | | |

**EMPLOYMENT HISTORY**

Present Employment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Name and Address of Employer | | |
| From | To |  | | |
| Post | | | Salary | Notice Required |
| Duties | | | | |

Previous Posts (most recent first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Employer** | **Post** | **Duties** |
|  |  |  |  |  |

**EDUCATION/QUALIFICATIONS/TRAINING**

Starting with the most recent, please give details of your education, qualifications and training relevant to this application.

|  |  |  |  |
| --- | --- | --- | --- |
| School/College/Organisation/Provider | From | To | Examinations Passed / Degrees / Qualifications obtained |
|  |  |  |  |

**STATEMENT IN SUPPORT OF YOUR APPLICATION.**

Please use this section to state your **reasons for applying for this post**. Outline the **skills & experience** you have gained, either in paid work, unpaid /voluntary work, work at home, through your studies, through your leisure activities, which you think are **relevant** to the job for which you are applying, and which you believe makes you suitable for the post. Be sure to include relevant **achievements.** If you require more space please attach extra pages.

|  |
| --- |
|  |

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Do you require permission / a Certificate of Sponsorship to take up employment in the UK? (Immigration Asylum and Nationality Act 2006 and UK Visas and Immigration rules – [see UKVI website](https://www.gov.uk/tier-2-general).) | Yes/No |
| Are you a Croatian National? (See: <https://www.gov.uk/croatian-national> for information) | Yes/No |
| Do you have any '[unspent](https://www.gov.uk/exoffenders-and-employment)' convictions or pending prosecutions?  If yes, please provide details: | Yes/No |
| If the post you are applying for is ['exempt'](http://www.ucl.ac.uk/hr/docs/criminal_record.php) from the Rehabilitation of Offenders Act 1974, please answer the following question.  Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?  *The amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.  Guidance and criteria on the filtering of these cautions and convictions can be found on the* [*Disclosure and Barring Service website.*](https://www.gov.uk/government/news/disclosure-and-barring-service-filtering) | Yes/No  If yes, please provide details: |
| Do you have a Personal Relationship with any member of staff or Yes/No  student at UCL?  If so, please give details:      See [http://www.ucl.ac.uk/hr/docs/personal\_relationships.php](%20http:/www.ucl.ac.uk/hr/docs/personal_relationships.php) for more details | | |
| Where did you see this vacancy advertised? | | |
| Current or former UCL staff/students please enter your UPI number if known: | | |

**To the best of my knowledge the answers given to the questions contained in this application and all statements made are true and accurate. Any falsification may be considered sufficient cause for rejection or, if employed, dismissal.**

Signature of Applicant............................................................................................Date.......................................

Retention of Information

Records of all unsuccessful applications will be kept by UCL for a period of 12 months from the date that an appointment decision is notified, together with brief notes. This information is kept for monitoring purposes, as evidence should a claim of unlawful discrimination be made against UCL and is a requirement of central government in the event that the person appointed to the position originates from outside the European Economic Area, and a Certificate of Sponsorship is required by the Home Office.

*Office use only*

Applicant meets person specification criteria Yes/No

Invite for first interview Yes/No

Invite for second interview Yes/No

Reasons if applicant is not selected for interview or not successful at final interview (date and sign):

**Applicant Nº:**

# CONFIDENTIAL

# EQUAL OPPORTUNITIES CLASSIFICATION FORM

University College London has a commitment to ensuring that staff are appointed, and promoted on the basis of merit, regardless of ethnic origin, sex or disability, sexual orientation, race, colour, nationality (within current legislation), marital status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

Monitoring enables us to see what is happening in practice, to assess the impact of our equal opportunities policy and its implementation, to set any targets for improvements, and measure progress. To enable us to do this, and to make the exercise successful, we rely on the following details.

On receipt, this form will be separated from your application form/CV. The information provided will be treated in the strictest confidence and will only be used for the purposes of monitoring. **Thank you for your co-operation.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | | | | | | | | | | | | **Job Title/Ref. Nº** | | | | | | | | | | | | | | | | | | | |
| Please complete all 5 sections: | | | | | | | | | | |  | | | | | | | | | | | | | |  | | | | | |
|  |  | | | | |  | | | | | |  | |  | | | | | | | | | | | | | | |  | | |
|  | **1.** | | **Ethnic Group** | | | | | | | | | **2.** | | | **Sex** | | | | | | | | | | | | | | | | |
|  |  |  | |  | | | | | | | |  | | | | | | | | | | | | | | | | |  | | |
|  |  | **A** | | **White** | | | | | | | |  | | |  | | Male | |  | | Female | | | | | | | | | | |
|  |  |  | | British | | | | | | | |  | | | | | | | | | | | | | | | | |  | | |
|  |  |  | |  | | | | | | | |  | | | | | | | | | | | | | | | | |  | | |
|  |  |  | | Irish | | | | | | | | **3.** | | | **Nationality** | | | | | | | | | | | | | | | | |
|  |  | | | | |  | | | | | |  |  | | | | | | | | | | | | | | | |  | | |
|  |  |  | | Any other White background | | | | | | | |  | | | |  | | | | | | | | | | | | |  | | |
|  |  | | | | |  | | | | | |  |  | | | | | | | | | | | | | | | |  | | |
|  |  | **B** | | **Mixed Race** | | | | | | | | **4.** | | | **Are you disabled or do you have an impairment or medical condition?** | | | | | | | | | | | | | | | | |
|  |  |  | | White and Black Caribbean | | | | | | | |  | | |  | | | | | | | | | | | | | | | | |
|  |  | | | | |  | | | | | |  |  | | | | | | | | | | | | | | | |  | | |
|  |  |  | | White and Black African | | | | | | | |  | | | Yes | | | |  | | | | | |  | | | | | | |
|  |  | | | | |  | | | | | |  |  | | | | | | | | | | | | | | | |  | | |
|  |  |  | | White and Asian | | | | | | | |  | | | No | | | | | | | | | | | | | | | | |
|  |  | | | | |  | | |  | | |  |  | | | | | | | | | | | | | | | |  | | |
|  |  |  | | Any other Mixed Race background | | | | | | | |  | | | **(Examples of a ‘condition’ may include impairment of senses, co-ordination, memory, mobility, learning, health or well being. )** | | | | | | | | | | | | | | | | |
|  |  | **C** | | **Asian or Asian British** | | | | | | | |  | | |  | | | | | | | | | | | | | | | | |
|  |  |  | | Indian | | | | | | | | **5.** | | | **Date of birth** | | | | | |  | | | | | | | | | |  |
|  |  |  | | Pakistani | | | | | | | |  | | |  | | | | | | | | | | | | | | | | |
|  |  | | | | |  | | | | | |  | | |  | | | | | | | | | | | | | | | | |
|  |  |  | | Bangladeshi | | | | | | | | **6.** | | | **Religious Belief** | | | | | | | | | | | | | | | | |
|  |  | | | | |  | | | | | |  | | | | | |  | | | | | | | | | | |  | | |
|  |  |  | | Any other Asian background | | | | | | | |  | | | **Do you have a religion?** | | | | | | | Yes | | | | |  | | |  | |
|  |  | | | | |  | | | | | |  | | | | | |  | |  | | | No | | | | |  | |  | |
|  |  |  | |  | | | | | | | |  | | | If yes, please confirm your religion: | | | | | | | | | | | | | | | | |
|  |  | | | | |  | | | | | |  |  | | | | | | | | | | | | | | | |  | | |
|  | | | |  |  | |  | | | | |  | | | Buddhist | | | | | | | | | | | |  | |  | | |
|  | | **D** | | **Black or Black British** | | |  | | | | |  | | | Christian | | | | | | | | | | | | | | | | |
|  | |  | | Caribbean | | |  | | | | |  | | | Hindu | | | | | |  | | |  | | | | | | | |
|  | | | |  |  | |  | | | | |  | | |  | | | | | |  | | |  | | | | | | | |
|  | |  | | African | | |  | | | | |  | | | Jewish | | | | | |  | | |  | | | | | | | |
|  | | | |  |  | |  | | | | |  | | |  | | | | | |  | | |  | | | | | | | |
|  | |  | | Any other Black background | | | | | | |  |  | | | Muslim | | | | | |  | | |  | | | | | | | |
|  | | | |  |  | |  | | | | |  | | | Sikh | | | | | |  | | | | | | | | | |  |
|  | | **E** | | **Chinese** | | |  | | | | |  | | | Other | | | | | |  | | | | | | | | | | |
|  | |  | | Chinese | | |  | | | | |  | | | Please specify | | | | | |  | | | | | | | | | |  |
|  | |  | | |  | |  | | | | |  | | |  | | | | | |  | | | | | | | | | |  |
|  | | **F** | | **Other Ethnic Group** | | | |  | | | |  | | | Prefer Not to Say | | | | | |  | | | | | | | | | |  |
|  | |  | |  | | | |  | | | |  | | |  | | | | | |  | | | | | | | | | | |
|  | |  | | Any other background | | | | | |  | | **7.** | | | **Sexual Orientation** | | | | | | | | | | | | | | | | |
|  | |  | |  | | | | | |  | |  | | | Bisexual | | | | | |  | | | | | | | | | | |
|  | |  | |  | | | | | |  | |  | | | Gay man | | | | | |  | | | | | | | | | | |
|  | |  | |  | | | | | |  | |  | | | Gay woman / Lesbian | | | | | | | | | | | | | | | | |
|  | |  | |  | | | | | |  | |  | | | Heterosexual / Straight | | | | | | | | | | | | | | | |  |
|  | |  | |  | | | | | |  | |  | | | Other | | | | | |  | | | | | | | | | |  |
|  | |  | |  | | | | | |  | |  | | | Please specify | | | | | |  | | | | | | | | | |  |
|  | |  | |  | | | | | |  | |  | | | Prefer not to say | | | | | |  | | | | | | | | | |  |

## REHABILITATION OF OFFENDERS ACT 1974 (AMENDED)

The Rehabilitation of Offenders Act 1974 is intended to ensure that a person convicted of a criminal offence (whether in Great Britain or abroad), not involving a custodial sentence of more than 48 months who has not since re-offended for a specified period of time (a rehabilitation period) related to the severity of their sentence is treated as if the offence, conviction and sentence had never occurred.

Custodial sentences of more than 48 months put an individual concerned outside the scope of the Act.  Such convictions can never therefore become spent.

(Offenders Rehabilitation Act 2014)

Exempted professions NOT covered by The Rehabilitation of Offenders Act 1974 are:-

* Medical practitioner
* Barrister (in England and Wales), advocate (in Scotland), solicitor;
* Chartered accountant, certified accountant;
* Dentist, dental hygienist, dental auxiliary;
* Veterinary surgeon;
* Nurse, midwife;
* Ophthalmic optician, dispensing optician;
* Pharmaceutical chemist;
* Registered teacher (in Scotland);
* Any profession to which the Professions Supplementary to Medicine Act 1960 applies and which is undertaken following registration under the Act

**Rehabilitation periods for certain types of sentence/disposal under the 1974 Act (as amended)**

|  |  |  |
| --- | --- | --- |
| **Sentence/disposal** | **Rehabilitation period if aged  18 or over when  convicted/disposal  administered** | **Rehabilitation period if aged  under 18 when  convicted/disposal  administered** |
| A custodial sentence of over 48 months | Never spent | |
| A custodial sentence of over 30 months but not exceeding 48 months | 7 years from the date on which  the sentence (including any  licence period) is completed) | 42 months from the date on  which the sentence (including  any licence period) is  completed) |
| A custodial sentence of over 6 months but not exceeding 30 months | 48 months from the date on  which the sentence (including  any licence period) is  completed) | 24 months from the date on  which the sentence (including  any licence period) is  completed) |
| A custodial sentence of up to 6 months | 24 months from the date on  which the sentence (including  any licence period) is completed) | 18 months from the date on  which the sentence (including  any licence period) is completed) |
| Fine | 12 months from the date of the  conviction in respect of which  the fine was imposed | 6 months from the date of the  conviction in respect of which  the fine was imposed |
| Community order | 12 months from the last day on  which the order has effect | 6 months from the last day on  which the order has effect |
| Conditional caution | 3 months from the date on which the caution was given, or (if  earlier) when the caution ceases to have effect | |
| Simple caution, youth caution | Spent immediately | |
| Compensation order | On the discharge of the order (i.e. when it is paid in full) | |