

## Guidance notes on completing the application form

Completing an application form is the first step in the recruitment process, which may lead to an interview. It is therefore very important that all sections of the application form are completed as clearly and fully as possible. Please read through the enclosed job specification carefully before completing the application form. The post will be offered to the person who demonstrates to the interview panel that they can best satisfy the selection criteria through their education and training, skills and experience acquired.

### General points

1. The application form may be returned by post or by e-mail.
2. Please type or complete the application in black pen so that it can be photocopied. You can also fill out the application electronically by downloading a copy from the website ([www.ecu.ac.uk](http://www.ecu.ac.uk)) and saving the application form onto your own computer. You may add space or continue on a separate sheet of paper. (If you are sending it in by post please ensure all sheets include your name at the top.)
3. You may submit your application electronically.
4. **PLEASE DO NOT SUBMIT A CV INSTEAD OF COMPLETING AN APPLICATION FORM.** The reason for this is that information contained in your CV may be in breach of our Equal Opportunities policy.

### Personal details

Please enter your details fully and clearly so we may contact you about your application. Only give a daytime telephone number on which you can receive calls.

### References

Please provide us with the names and addresses of two referees. The first referee should be your current or most recent employer, not a friend or relative. The referees must be able to comment on your knowledge, experience and ability to do the job you have applied for.

If you have changed your name e.g. by marriage or deed poll, or are known by a nickname, please indicate the name by which your referee(s) know you.

## **Education and training**

Please give as many details as you can about your education and training. The job specification will indicate if formal qualifications are necessary.

## **Membership of professional institutions**

This refers to membership of institutes or organisations connected with work.

## **Employment Details**

Starting with your most recent employment, please provide information about your employment history. Please include a BRIEF summary of your main duties and responsibilities. More detailed information can be given in section six. Where you have a break in your employment history, please give details about the dates and what you were doing at this time, e.g. travelling, bringing up a family etc.

## **Other information in support of your application**

This is your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of your life that you believe will demonstrate how you meet the criteria in the person specification.

It is essential that you read the person specification carefully and make notes against each of the criteria about the things you have done or achieved that show that you can meet the criteria. Please remember that the selectors can only use the information you provide on your application and will not make assumptions or deductions. Try to provide evidence describing or explaining the things you have done or achieved that demonstrate that you can meet the criteria rather than just saying you can. At the same time please endeavour to keep the statement to within three or so pages.

## **Asylum and immigration act 1996 (section 8)**

Under Section 8 of this Act, it is a criminal offence for an employer to employ a person who is subject to immigration control (i.e. a person who required leave to enter or remain in the

UK) unless he or she is entitled to be employed in the UK. To comply with the Act, we are obliged to ask all successful external applicants to provide evidence that they are entitled to work in the UK. Section three of the application form asks for you to state if you require a work permit.

Before we can confirm the offer of employment you will, therefore, be required to provide ONE original document from List one or TWO original documents from List two, which will be copied and kept on your personal file:

### **List 1**

- A passport showing that the holder is a British Citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country (listed below) or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

### **List 2**

- A document giving the person's permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency.
- A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- A certificate of registration or naturalisation stating that the holder is a British citizen; OR
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
- A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work you are offering; OR
- An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work you are offering.
- A work permit or other approval to take employment that has been issued by Work Permits UK.
- A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR
- A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

*European Economic Area (EEA) countries*

Austria	Latvia
Belgium	Liechtenstein
Bulgaria	Lithuania
Cyprus	Luxembourg
Czech Republic	Malta
Denmark	Netherlands
Estonia	Norway
Finland	Poland
France	Portugal
Germany	Romania
Greece	Slovakia
Hungary	Spain
Iceland	Slovenia
Ireland	Sweden
Italy	UK

## **Job Sharing**

### **Existing employees wishing to job share**

Full-time staff who wish to share their post should discuss their application with their line manager who will forward their application to the Head of Resources for a decision. The application should indicate the preferred time-split (i.e. day share, half-weekly share, week-on/week-off share) and, where appropriate, outline how the job-share arrangement would operate.

### **Recruitment to job share posts**

Where job sharers apply jointly, either partner may be offered the position, regardless of the suitability of the other. It is therefore possible that the best candidate could be a job sharer without a suitable partner. If so, an offer will be made to the successful applicant, and steps taken to recruit a suitable partner once the offer has been accepted and confirmed.

Where offers are made simultaneously to two job-share applicants, they are contingent on both the sharers meeting requirements on the division of duties and time share. A meeting with management will be arranged so that both job sharers can establish that the requirements can be met before the offers are confirmed.

## **Secondment**

Posts that are open to those seeking secondment require all candidates short listed for interview to produce evidence that their current employer would support a secondment. This will be discussed in more detail at the interview stage.

## **Pre-employment declaration**

If submitting by post, please make sure that you have signed and dated your application form. Your signature confirms that the information you have provided is correct to the best of your knowledge and that you agree to the terms and conditions of appointment. It also confirms that the information given on your form may be used for registered purposes under the Data Protection Act, 1998.

If you are submitting your application electronically and are invited to interview, you will be asked to sign the declaration by hand.

Please ensure your application is sent in time to reach us by the closing date. Applications received after the deadline cannot be accepted.

## **Submission details**

By post:

Victoria Lord

Unit Support Officer

Equality Challenge Unit

7<sup>th</sup> floor Queens House

55/56 Lincoln's Inn Fields

London

WC2A 3LJ

020 7438 1010

By email: [admin@ecu.ac.uk](mailto:admin@ecu.ac.uk)

