

Application for Employment

Please complete all sections of the application form as the information provided on this form will be used as part of the selection process. If you wish to apply for more than one vacancy, a separate application form must be completed for each vacancy.

This form should not be used for applications for appointment as an Associate Lecturer. Please refer to: www.open.ac.uk/employment/associate-lecturers for recruitment arrangements for Associate Lecturers.

PERSONAL DETAILS

Title: Surname / Family Name:

First Name(s):

Address:

Postcode:

Contact numbers:

Day:	<input type="text"/>
Evening:	<input type="text"/>
Mobile:	<input type="text"/>
Email:	<input type="text"/>

How much notice is required by your present employer?

Vacancy Details

Reference:

Job Title:

For internal applications:

Staff number:

Internal telephone extension:

Nationality:

Are you eligible to work in the UK?

Yes ☐ No ☐

Please see 'Information for Applicants' where you can obtain information about the documentation required.

Where did you see this vacancy advertised?

SECONDARY AND HIGHER EDUCATION

Please start with your most recent education, continuing on a separate sheet if necessary.

Dates		School, College or University	Examinations taken, results/grades obtained, Scholarships or other distinctions. Please state the title of any thesis if applicable.
From	To		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OTHER TECHNICAL, PROFESSIONAL OR OCCUPATIONAL TRAINING/COURSES ATTENDED

(i.e. those not covered in the previous section). Please start with your most recent training.

Dates		Institute or Employer	Type of Training e.g. Full time, Part time, Distance Learning	Subjects Studied and Qualifications Gained
From	To			

MEMBERSHIP OF PROFESSIONAL INSTITUTES OR SOCIETIES (if appropriate)

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EMPLOYMENT HISTORY

Please provide details of all previous employment, starting with your most recent employer.

Dates		Employer's Name, Address and brief description of the type of Industry	Position(s) held and brief details of duties	Current/final salary and reason for leaving
From	To			

Describe briefly the nature of your present appointment, or any other position which you have held that you consider relevant to this application. Please provide details and evidence of how you meet the person specification. Please continue on a separate sheet if necessary.

ADDITIONAL INFORMATION

Any information which you think is relevant but is not covered elsewhere please write on a separate sheet and attach to the application form.

Have you attached any continuation sheets to this application? Yes ☐ No ☐

REFERENCES

Please give below the names and addresses of people to whom we may apply for information about your work, experience and attendance record and indicate your relationship to the referee. Please refer to the further particulars to confirm the number of referees required for this vacancy. One referee must be your most recent or current employer (if previously employed). If you have just left school/college, you may supply details of your Head Teacher/Principal.

1	Most recent/current Employer	2	Relationship:	3	Relationship:
	Name:		Name:		Name:
	Address:		Address:		Address:
	Post code:		Post code:		Post code:
	Phone number:		Phone number:		Phone number:
	Mobile:		Mobile:		Mobile:
	Email:		Email:		Email:
	Can we contact this referee before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>		Can we contact this referee before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>		Can we contact this referee before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

If you are offered a position, please note it is University policy that any written offer of employment will be subject to receipt of satisfactory references, at least until the most current employer reference is received and deemed satisfactory.

If any referee knows you by a different surname please give details:

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Note for internal applicants:

One referee must be the current Head of Unit (or his/her nominee).

DISCLOSURE OF CRIMINAL CONVICTIONS

To apply for a job at the Open University you must tell us about any unspent criminal convictions you have.

When applying for certain jobs, you will also need to declare spent criminal convictions, pending charges/current police investigations, bind overs, warnings and cautions or reprimands. (See item 2 below)

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

If you disclose a conviction, it doesn't necessarily mean that we will not consider and appoint you. Our main consideration will be whether the offence would make you unsuitable for the type of work you are applying for.

1. Please read carefully the notes in this section and enter any unspent convictions below.
2. Certain jobs are exempt from the Rehabilitation of Offenders Act 1974. This means that you must also state 'spent' criminal convictions, pending charges/current police investigations, bind overs, warnings and cautions or reprimands if you are applying for a job where there is likely be regular contact with under 18 year olds and other vulnerable groups. There may be other specified jobs that are also exempt from the Act – where this is applicable it will be indicated in the job advert and/or the accompanying recruitment information. A Disclosure and Barring Service disclosure will be required for all these posts that fall into this category where an applicant is offered the position.

Do you have any criminal convictions to declare? Yes ☐ No ☐

If **yes**, please complete the section below:

Offence	Date of Conviction	Sentence

Further information in relation to any conviction may be required at interview.

Details of relevant convictions and time periods are as follows:

Sentence	Becomes 'spent' after
Sentence of imprisonment or youth custody exceeding 6 months but not exceeding 30 months.	10 years
A sentence of imprisonment or youth custody not exceeding 6 months.	7 years
A sentence of borstal training.	7 years
A fine or other sentence, not otherwise covered in this chart, such as a compensation or community service order or a probation order received on or after 3 rd February 1995.	5 years
An absolute discharge.	6 months
A probation order, conditional discharge, bind over, fit person order, supervision order or care orders under the Children and Young Persons Acts (and equivalent in Scotland).	1 year or until the order expires (whichever is the longer), or 5 years if a probation order was made on or after 3 rd February 1995
Cashiering, discharge with ignominy or dismissal with disgrace from the armed forces.	10 years
Simple dismissal from the armed forces.	7 years

Detention by direction of the Home Secretary

A detention period exceeding 6 months but not exceeding 30 months.	5 years
A detention period not exceeding 6 months.	3 years
A detention order.	3 years
A detention care order.	3 years
A remand home order, an approved school order or an attendance centre order.	The period of the 'order' plus a further year after the order expires
A hospital order under the Mental Health Acts.	The period of the 'order' plus a further 2 years after the order expires, with a maximum of 5 years from the date of conviction

Sentence exceeding 30 months

A sentence of imprisonment or youth custody more than 30 months.	Never becomes 'spent'
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Further notes:

If you were under 17 years of age on the date of your conviction, please halve the period shown in the right-hand column. This does not apply to sentence under the heading 'Detention by direction of the Home Secretary'.

For the purpose of calculating a 'spent' conviction, it does not matter whether a sentence was suspended.

When applying for some jobs you must also declare spent convictions, pending charges/current Police investigations, bind overs, warnings/ cautions or reprimands. If you are employed, failure to declare or falsification of information will result in your dismissal without notice.

I certify that the above information (and any further information enclosed) is correct and I agree that The Open University may take reasonable steps to verify this information (e.g. by obtaining proof of qualifications). I agree to The Open University processing and retaining the personal information contained on this form for any purposes connected with my application or my health and safety while on the premises, my employment record if appointed, and any institutional analysis.

Name _____ **Date Completed** _____

If an applicant is invited to an interview they will be asked to sign this form to authenticate the content.

Signature _____ **Date Interviewed** _____

You have the right under the Data Protection Act to a copy of information held about you (the right of 'subject access'). You can obtain this information by writing to: The Data Protection Co-ordinator, The Open University, PO Box 497, Walton Hall, Milton Keynes MK7 6AT.

Please ensure that you return the completed application form including the attached Equal Opportunities monitoring form (which must have your date of birth completed in order that your application can be progressed) to the relevant Recruitment Co-ordinator at the address specified on the further particulars for this vacancy.

EQUAL OPPORTUNITIES MONITORING FORM

The Open University is an equal opportunities employer.

We have an equal opportunities policy, the aim of which is to ensure that no job applicant receives less favourable treatment on irrelevant grounds (e.g. sex, race, colour, ethnic or national origins, age, disability, religious, sexual orientation or marital status), nor is disadvantaged by conditions or requirements which cannot be shown to be justified and relevant to the job.

In order to ensure that this policy is carried out, it is necessary for us to have some means of monitoring our recruitment and selection activity. Only by such measures will we be able to identify potential sources of discrimination and take remedial action. For this reason alone we would be most grateful if you would answer the following questions.

On receipt, the monitoring form will be separated from the application form and securely stored. It will be treated as strictly confidential and will be used for statistical monitoring only.

To carry out this approach we need your assistance and would be grateful if you would provide the information requested; none of this information will be seen or used during the selection process.

Section 1

This information must be provided to carry out our administration procedures; however it will not be used during selection processes.

Family Name or Last Name: First Name:
Date of Birth:

Section 2 Please select one of each of the following sections which best describes you:

Gender: Male ☐ Female ☐

Disability: Do you consider yourself disabled? Yes ☐ No ☐ Information refused ☐

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities).

Ethnic origin:

Indian <input type="checkbox"/>	White – Scottish <input type="checkbox"/>	Irish Traveller <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	White – Irish <input type="checkbox"/>	Other White Background <input type="checkbox"/>
Pakistani <input type="checkbox"/>	White – British <input type="checkbox"/>	Other Black Background <input type="checkbox"/>
Chinese <input type="checkbox"/>	White and Asian <input type="checkbox"/>	Other Mixed Background <input type="checkbox"/>
White and Black Caribbean <input type="checkbox"/>	Black – African <input type="checkbox"/>	Other Asian Background <input type="checkbox"/>
White and Black African <input type="checkbox"/>	Black – Caribbean <input type="checkbox"/>	Any other ethnic group <input type="checkbox"/>
I do not wish to declare <input type="checkbox"/>		

Applicant number (Office use only):