

**APPLICATION FORM – Professional Services**

**Please contact the Human Resources Department if you would like this document in large print, audio, Braille or alternative format**

**In addition to your application form, please ensure you’ve also completed your Equality Diversity and Inclusion Form, which can be found on the vacancy page. Completed application and EDI forms should be returned to** [jobs@norwichuni.ac.uk](mailto:jobs@norwichuni.ac.uk)

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| **Post Applied For** |  |

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| **Personal Details** | | | | | |
| Surname |  | Title |  | Forename(s) |  |
| Full Address |  | | | | |
| Postcode |  | | | | |
| Phone Number |  | | | Email Address |  |

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| **Current / Most Recent Employment** | | | |
| Employer |  | | |
| Employer’s Full Address |  | | |
| Position Held |  | | |
| Date Appointed |  | Salary/Grade |  |
| Length of Notice Period or Date Left |  | | |
| Reason for Leaving (if applicable) |  | | |
| Duties |  | | |

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| **Previous Posts** (in chronological order starting with the most recent)  Include an explanation for any gaps in employment (continue on a separate sheet if necessary) | | | | |
| **Dates From / To** | **Position Held** **and brief details of duties undertaken** | **Name and Address of employer** | **Salary & Grade** | **Reason for leaving** |
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| **Employment References** | | | | |
| **1. Details of Referee** Your first referee should be your line manager from your current/most recent employment. | | | | |
| Name |  | | Title |  |
| Job Title |  | | | |
| Full Address |  | | | |
| Postcode |  | | | |
| Telephone |  | Email address |  | |
| In what capacity does your referee know you? | |  | | |

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| **2. Details of Referee** Where possible, your second referee should also provide a work-related reference. | | | | |
| Name |  | | Title |  |
| Job Title |  | | | |
| Full Address |  | | | |
| Postcode |  | | | |
| Telephone |  | Email address |  | |
| In what capacity does your referee know you? | |  | | |

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| **Are you, to the best of your knowledge, related to a member of staff or the University Council?** | | | |
| Yes |  | No |  |

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| **Degree and Postgraduate Level Qualifications (include HE Academy Fellowship if applicable)** | | | |
| Qualification | Grade | Institution / Awarding Body | Dates From / To |
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| **Secondary Education** | | | |
| Qualification | Grade | Institution / Awarding Body | Dates From / To |
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| **Relevant Training Courses / Programmes** | |
| Details | Date |
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| **Statement in Support of your Application (Maximum 2 pages of A4)**  Referring to the Person Specification for this role, please detail your skills, experience and knowledge which demonstrate your suitability for the position. Use this opportunity to fully explain how you match the **Person Specification** giving relevant examples as appropriate. Also explain why you are interested in the post. |
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| **Your availability for interview**  An interview date has been specified in the post details. If you are shortlisted, please confirm if you are able attend for interview on the planned date or advise the reason you are not available to attend eg on holiday. |
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| **Data Protection**  As part of any recruitment process, Norwich University of the Arts collects and processes personal data relating to job applicants. The University is committed to being transparent about how it collects and uses that data and to meeting its obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA).  Our Job Applicant Privacy notice can be found at <https://norwichuni.ac.uk/about-us/data-protection/> and we ask that applicants to read the privacy notice prior to submitting their application to us in order to confirm they have understood what information the University collects about them, and how and why we collect this information, how we use this data and your statutory rights. |

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| **Declaration**  I confirm that all the information provided in this application form and any accompanying documentation is correct to the best of my knowledge. I understand that any inaccurate information given by myself may lead to a withdrawal of any offer given by the Norwich University of the Arts.  **If you are submitting this form electronically, please enter your name or your electronic signature below. In doing so, you confirm that the above statement is correct, as if the document has been signed and dated by hand.** | |
| Name |  |
| Signed |  |
| Date |  |

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| **National, Immigration and Asylum Act**  The successful candidate will be required to provide evidence of their eligibility to work in the UK/meet the visa requirements of the UK immigration system. |

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