

**APPLICATION FORM – PROFESSIONAL SERVICES**

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

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| **Post Applied For** |  |

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| **Personal Details** | | | | | | | | | |
| Surname |  | | Title | |  | Forename(s) | |  | |
| Full Address |  | | | | | | | | |
| Postcode |  | | | | | | | | |
| Home Telephone |  | Work Telephone | |  | | | Mobile Number | |  |
| Personal email |  | | | Work email | | |  | | |

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| **How did you first become aware of this vacancy?** |
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| **Current / Most Recent Employment** | | | |
| Employer |  | | |
| Employer’s Full Address |  | | |
| Position Held |  | | |
| Date Appointed |  | Salary |  |
| 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** (with brief details of duties undertaken) | **Name and Address of employer** | **Salary** | **Reason for leaving** |
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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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| **Employment References** | | | | | |
| **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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| **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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| **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 the equal opportunities 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. |

**Completed application forms should be returned to** [jobs@norwichuni.ac.uk](mailto:jobs@norwichuni.ac.uk)

**CONFIDENTIAL EQUALITY, DIVERSITY & INCLUSION MONITORING FORM**

The University is committed to equality, diversity and inclusion. All employees and applicants for jobs will be considered on their abilities and will not be discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

As part of this commitment we undertake equal opportunities monitoring of our workforce and also of applicants for jobs to enable us to evaluate the effectiveness of our policies and procedures. To assist us in fulfilling our commitment to equality, diversity and inclusion, all applicants are requested to complete the form and return it with their application.

The information on the form will be treated as confidential, and will be used in accordance with the requirements of the General Data Protection Regulations, Data Protection Act and as set out in the Job Applicant Privacy Notice. The information provided on this form will be used for statistical purposes only, except for successful candidates, as the data will also form part of their personal confidential record. The University uses the definitions as set out in the HESA statutory staff data collection return that is submitted annually to the Higher Education Statistical Agency.

The form will be detached and stored separately to the application form. It will not be seen by any members of the shortlisting or interview panel.

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| **Full Name** |
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| **Position Applied For** |
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| **Date of Birth (this will be used to enable the University to group applicants into age bands)** |
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| **Sexual Identification – What is your sex?** (please place a cross in the relevant box) | | | |
| Female |  | Male |  |
| Other |  | Prefer not to say |  |

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| **Gender Identity** (please place a cross in the relevant boxes) | | | | | | |
| Is the gender you identify with the same as your sex registered at birth? | Yes |  | No |  | Prefer not to say |  |

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| **Sexual Orientation** (please place a cross in the relevant box) | | | |
| Bisexual |  | Gay or lesbian |  |
| Heterosexual or straight |  | Other sexual orientation |  |
| Prefer not to say |  |

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| **Nationality** (please state your nationality) |  |

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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. | | | | |
| To the best of your knowledge do you require a visa? | YES\* |  | NO |  |
| \*If you answered **YES** please provide details | | | | |
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| **Religion or belief** (please place a cross in the relevant box) | | | |
| No religion |  | Muslim |  |
| Buddhist |  | Sikh |  |
| Christian |  | Any other religion or belief |  |
| Hindu |  | Prefer not to say |  |
| Jewish |  |  |  |

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| **Ethnic Origin** (please place a cross in the relevant box) | |
| Asian - Bangladeshi or Bangladeshi British |  |
| Asian - Chinese or Chinese British |  |
| Asian - Indian or Indian British |  |
| Asian - Pakistani or Pakistani British |  |
| Any other Asian background |  |
| Black - African or African British |  |
| Black - Caribbean or Caribbean British |  |
| Any other Black background |  |
| Mixed or multiple ethnic groups - White or White British and Asian or Asian British |  |
| Mixed or multiple ethnic groups - White or White British and Black African or Black African British |  |
| Mixed or multiple ethnic groups - White or White British and Black Caribbean or Black Caribbean British |  |
| Any other Mixed or Multiple ethnic background |  |
| White - English, Scottish, Welsh, Northern Irish or British |  |
| White - Gypsy or Irish Traveller |  |
| White - Irish |  |
| White - Roma |  |
| Any other White background |  |
| Arab |  |
| Any other ethnic background |  |
| Prefer not to say |  |

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| **Disability** | | | | | |
| Under the Equality Act 2010, a person has a disability 'if they have a physical or mental impairment, and the impairment has a **substantial** and **long-term** adverse effect on his or her ability to carry out normal day-to-day activities'. 'Substantial' is defined by the Act as 'more than minor or trivial'. An impairment is considered to have a long-term effect if:   * It has lasted for at least 12 months * it is likely to last for at least 12 months, or * it is likely to last for the rest of the life of the person.   Normal day-to-day activities are not defined in the Act, but in general they are things people do on a regular or daily basis, for example eating, washing, walking, reading, writing or having a conversation. | | | | | |
| **Do you have an impairment, health condition or learning difference that has substantial and long-term impact on your ability to carry out normal day-to-day activities?** (please place a cross in the relevant box) | | | | | |
| YES |  | NO |  | Prefer not to say |  |
| If you answered **YES** to having a disability, please indicate the nature of your disability or long-term condition (please place a cross in the relevant box): | | | | | |
| A learning difference such as dyslexia, dyspraxia or AD(H)D | | | | |  |
| Social/communication conditions such as a speech and language impairment or an autistic spectrum condition | | | | |  |
| Long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy | | | | |  |
| Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety | | | | |  |
| Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying) | | | | |  |
| D/deaf or have a hearing impairment | | | | |  |
| Blind or have a visual impairment uncorrected by glasses | | | | |  |
| Development condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language | | | | |  |
| An impairment, health condition or learning difference not listed above | | | | |  |
| Please indicate the length of time you have had the condition, and if you wish to provide additional information about your disability or long term condition: | | | | | |
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| Please let us know if there are any reasonable adjustments we need to consider making if you are invited to interview for this post, for example access to interview rooms, alternative equipment, hearing loop etc. | | | | | |
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| Please inform us of any reasonable adjustments we would need to consider if you were successful following interview: | | | | | |
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