



our tradition - your future

Please complete the following documentation as fully as possible. We request information in a standard format to assist our process for shortlisting and to ensure that all applicants are assessed equally. If you also submit a curriculum vitae it will be considered as additional information and should identify you only from your initials and surname. Information in respect of forenames and title is not required on documentation provided to panel members involved in recruitment decisions but is requested on the enclosed Diversity and Equality Monitoring Form.

When completed please return to:  
The HR Department  
Bishop Grosseteste University College  
Lincoln LN1 3DY  
email: [recruitment@bishopg.ac.uk](mailto:recruitment@bishopg.ac.uk)

Application for the post of: \_\_\_\_\_ Ref: \_\_\_\_\_

Applicant's Surname: \_\_\_\_\_ Initials: \_\_\_\_\_

**PERSONAL DETAILS:**

Candidate's Initials:

Candidate Number: (for internal use only)

Address:

Tel home:

Fax home:

Email home:

Mobile:

How did you learn of this vacancy?

Postcode:

Tel work:

Fax work:

Email work:

May we contact you at work? \*Yes/No

**PRESENT OR MOST RECENT POST:**

Name and Address of Employer:

Tel:

Job Title: (including scale and incremental point if applicable)

Current/Last Salary (including details of any bonus or supplementary payments):

Period of Employment: From:

To:

Brief description of duties:

Reason for leaving or wishing to leave:

Date available to take up employment if offered post:

\* Please delete as appropriate

**PREVIOUS EMPLOYMENT IN CHRONOLOGICAL ORDER**

From/ To	Name and Address of Employer	Designation and Grade/Salary	Reason for Leaving

**SECONDARY AND FURTHER EDUCATION:**

Please give details of your secondary and any further education you have undertaken. If you have worked on research projects these can also be included in this section. You may use a separate sheet to do this and if you wish to include any additional information in support of your application you may use an additional sheet. However, if you do so, please ensure that your initials and surname are included on this documentation.

Dates/  
Duration

Subject and Qualifications achieved

**HIGHER EDUCATION:**

From/ To	College/University	Degrees, Professional Training and Teaching Qualifications. Please also give details of qualifications for which you are currently studying. Please note that to verify qualifications claimed we will require sight of original certificates and diplomas.	Grade/ Level

**NON-AWARD BEARING PROFESSIONAL DEVELOPMENT:**

Please give details of any professional development that you feel is relevant to your application. You may use a separate sheet to do this and if you wish to include any additional information in support of your application you may use an additional sheet. However, if you do so, please ensure that your initials and surname are included on this documentation.

Dates/ Duration	Course Title or Details

**MEMBERSHIP OF PROFESSIONAL BODIES AND PUBLIC DUTIES UNDERTAKEN:**

Date Achieved	Name of Professional/Public Body	Grade of Membership	By Exam *Yes/No

## ADDITIONAL INFORMATION

Please give a concise account of your relevant experience and background and explain why you feel you should be considered for this post. You should use the **job description** and **person specification** to assist you in this process. You may use a separate sheet to do this and if you wish to include any additional information in support of your application you may use an additional sheet. However, if you do so, please ensure that your initials and surname are included on this documentation.

**IMPORTANT – Under section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ a person who is not entitled to live and work in the UK.**

Do you require a work permit to work in the UK? Yes/No\*

If yes, do you already have one? \*Yes/No                      Permit No:                      Expiry Date:

The successful applicant will be required to provide proof of their eligibility before their appointment with the University College is confirmed. This proof will take the form of an original document from a previous employer or a Government agency giving both their name and their National Insurance number or any other document which shows that they are entitled to live and work in the UK. **Photocopied documents are not acceptable.** Original documents will be photocopied and returned.

## REFERENCES

Please give the names and addresses of two people who can be asked to provide a reference, **one of whom should be your present or last employer. The referees must be people who can comment authoritatively on you.** We are unable to accept references from relatives. References will only be taken up for candidates selected for interview.

**Current or most recent employment:    May we approach prior to interview? \*Yes/No**

Name:

Address:

Tel:

Fax:

Email:

Capacity in which acting as a referee:

**Second referee:    May we approach prior to interview? \*Yes/No**

Name:

Address:

Tel:

Fax:

Email:

Capacity in which acting as a referee:

## **AUTHORISATION AND DECLARATION: Please read this carefully then sign and date your application**

I authorise the University College to obtain references to support this application and release the University College and referees from any liability caused by giving and receiving information. I confirm that the above named referees are not related to me.

I confirm that the information provided in this form and associated documentation is correct and complete and understand that failure to disclose relevant information or making any false or misleading statements may be sufficient grounds for rejection, or, if employed, for terminating my employment. I also understand that questions left unanswered may be discussed at interviews arising from this application.

I understand that if offered an appointment, I would be required to complete further forms including a medical questionnaire and undergo a medical examination if required. Because of the sensitive nature of the duties the post holder will be expected to undertake, I also understand that the declaration of criminal record will include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post. I understand too that an Enhanced Disclosure will be sought in the event of a successful application.

Information given on this form may be entered onto a computer and held and processed in accordance with the terms of the Data Protection Act (1998) and subsequent revisions. It will be treated in a secure and confidential manner.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DIVERSITY AND EQUALITY MONITORING FORM

**This form does not form part of the selection process and will be detached from your application.**

### Guidelines for Completion

It is the policy of Bishop Grosseteste University College Lincoln to employ the best qualified/experienced people and provide equal opportunity for all employees and not to discriminate against any person because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our policy aims to ensure that discrimination does not take place at any stage in recruitment and employment. In order to help us monitor the effectiveness of this policy we would appreciate it if you would provide the information requested below. Any information provided will be confidential and stored and used in accordance with the Data Protection Act 1998, for the purposes of equal opportunities monitoring only.

We must stress that this information is strictly confidential and will not be seen or used by anyone making selection decisions or taken into account during any subsequent employment.

There is currently no duty to monitor for religion or belief. However, as many faith groups require religious observance during the day and on some weekdays, accommodating their needs is not straightforward in institutions whose time-tabling is structured around the Christian calendar. With this in mind, and taking account of others such as food and dress, the only way we can assess the need to change existing, or provide additional, practices is through detailed knowledge of the workforce.

We appreciate that some people may find some of the questions extremely personal and you are under no obligation to answer if you do not wish to. If you do not wish to answer such questions, this will not affect your application in any way. However, we do ask, in any event, that you return the form to us to ensure that we can fulfil our equal opportunity monitoring requirements.

<b>Post for which applying:</b>			<b>Post No:</b>	
<b>Title (Dr, Mr, Mrs etc):</b>		<b>Gender: Female/Male</b> (Please delete as applicable)		
<b>Forename(s):</b>				
<b>Surname:</b>		<b>Previous surname(s):</b>		
<b>Address:</b>				
<b>Address:</b>				
<b>Postcode:</b>		<b>Telephone no:</b>		
<b>Age:</b>	16 – 20 years ( )	31 – 35 years ( )	46 – 50 years ( )	61 – 65 years ( )
	21 – 25 years ( )	36 – 40 years ( )	51 – 55 years ( )	66 & over ( )
	26 – 30 years ( )	41 – 45 years ( )	56 – 60 years ( )	
<b>How did you learn of this vacancy?</b>				

<b>1</b>	<b>Date of birth:</b>					
<b>2</b>	<b>National Insurance no:</b>					
<b>3</b>	<b>Do you have a disability? Yes/No*</b>	<b>(Please see Guidance Notes overleaf)</b>				
<b>4</b>	<b>Is there anything we need to know about your disability in order to offer you a fair selection process? For example, do you need a signer, or interpreter or require an accessible interview room?</b>					
<b>5</b>	<b>Is there anything we need to know to assist you with mobility should we need to evacuate the building for health and safety purposes, fire drills, bomb warnings etc?</b>					
<b>6</b>	<b>Nationality:</b>					
<b>7</b>	<b>Ethnic origin: to which of these groups do you belong? (Please circle one only)</b>					
	White – British	11	White – Irish	12	Other White background	19
	Black or Black British – Caribbean	21	Black or Black British – African	22	Other Black background	29
	Asian or Asian British – Indian	31	Asian or Asian British – Pakistani	32	Asian or Asian British – Bangladeshi	33
	Chinese	34	Other Asian background	39	Mixed – White and Black Caribbean	41
	Mixed – White and Black African	42	Mixed – White and Asian	43	Other Mixed background	49
	Other Ethnic background	80	Not known	90	Do not wish to answer	98
(Based on the classifications adopted in the 2001 Census – National Statistics Office)						
<b>8</b>	<b>Religion: to which religion/belief group do you belong? (Please tick one only)</b>					
	Baha'i		Buddhism		Christian	
	Hinduism		Islam (Muslim)		Judaism	
	Paganism		Zoroastrian (Parsi)		Sikhism	
	None		Other *		Do not wish to answer	
	* Please describe, if ticked					
(Sourced from Employing People in Higher Education: Religion and Belief Guidance – Equality Challenge Unit)						

***Thank you for your time and co-operation in completing our form.***

## **EQUAL OPPORTUNITIES MONITORING FORM**

### **Disability Monitoring - Guidance Notes**

Information about disability/medical conditions is asked of all candidates and is requested at this stage to help us meet our commitments under our Diversity and Equality Policy. This includes information about any adjustments required to the arrangements for interview, and monitoring diversity in the range of people applying to work with us. It may also be important where applicants need to carry out a function that is intrinsic to the job. There is no legal requirement for you to provide information about your disability on this form.

After the selection decision has been made, should you be the successful candidate, any adjustments required to the working environment or to working conditions will be considered at that time. This would be in consultation with you to enable you to carry out the duties of the post. Where you require adjustments (including aids/adaptations) a view will also be obtained from our Medical Adviser.

Under the Equality Act it is proposed that a disability shall amount to an impairment which adversely affects your ability to carry out a normal day-to-day activity.

If you are selected for appointment you will be asked to complete a medical questionnaire.

## **Our Vision**

Bishop Grosseteste University College Lincoln is committed to being a leader in learning, to inspiring excellence, and to enriching the lives of its students and staff and the communities it serves.

The University College seeks to value diversity; recognise aspiration and achievements; promote opportunities for self-development; respect its heritage whilst embracing appropriate change; and remove barriers to progress.

## **Our Purpose**

Bishop Grosseteste University College Lincoln is a higher education institution with a foundation rooted in the Church of England tradition. Its academic portfolio includes undergraduate, postgraduate and work-based programmes in education, arts and humanities and cultural industries.

Through the provision of academic and vocational courses, Bishop Grosseteste University College Lincoln produces graduates with high levels of employability who are equipped to make a valuable contribution to society. The University College also engages in knowledge transfer and other appropriate support in its work with partners in the public, private, educational, voluntary and community sectors.

## **Our Mission**

The mission of Bishop Grosseteste University College Lincoln is to:

- excel at teaching, learning and research
- enable all students to achieve at the highest possible standard in their chosen field of study
- foster an ethos in which the whole person is valued and diversity is celebrated
- provide a dynamic environment that supports learning, research and external collaboration
- work with partner schools to ensure that present and future teachers are well prepared and challenged in their thinking about learning
- engage with cultural and creative activity at all levels for the enrichment of our society
- develop productive partnerships with businesses and communities for mutual benefit.

## **Our Core Beliefs and Values**

Bishop Grosseteste University College Lincoln:

- is committed to being an inclusive community which welcomes and hosts a diverse population of students & staff and fosters an ethos of mutual respect, trust and care
- recognises the place of faith within the human experience and provides for its practice, nurture and exploration
- has a strong belief in and commitment to education, learning, and the facilitation of personal development, placing high value upon the academic quality of the courses we offer
- is committed to making a positive impact on the societies in which we live and work, locally, nationally and internationally
- seeks to take an ethical approach to all activity and policy-making and encourages good practice in issues relating to the environment, sustainability and fair trade.