

Additional Information in Support of your Application

To include any responsibilities, skills, experience, personal attributes and training which you consider relevant to the role description of the post you are applying for. Please continue on a separate sheet, if necessary. Please tick if sheet enclosed

Application Form

Please read the How to Apply section online before completing this form: www.napier.ac.uk/vacancies

Vacancy details

Application for the post of:
Vacancy ref:
Are you a current/previous employee of the University? Yes <input type="checkbox"/> Employee No. _____ No <input type="checkbox"/>
Where did you see the post advertised?

Personal details

Surname:	First Name:
Address for Correspondance: (including postcode)	Title: Prof / Dr / Mr / Mrs / Ms / Miss
_____	Telephone
_____	Private:
_____	Business:
_____	Email Address:
_____	National Insurance Number:

Present (or most recent) employment:

Job title:	Current Salary:
Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Period of Notice:
Name & Address of Employer:	Appointment Date:
_____	Leaving Date (if applicable):

Summary of Main Duties and Responsibilities

References

Names and addresses of two people, including your present or most recent employer, who may be contacted to provide a reference. References will normally be taken up before interview, unless you specify otherwise.

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Position: _____	Position: _____
Telephone: _____	Telephone: _____
Email: _____	Email: _____
Permission to contact before interview:	Permission to contact before interview:
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

I certify that to the best of my knowledge, the information given in this form is accurate and without omission. The University reserves the right to withdraw any offer of appointment or to dismiss where inaccurate or misleading information has been provided. I also consent to data on this form being processed by the University in accordance with the terms of the Data Protection Act 1998.

The application form will be the primary source of information used for short listing. I have attached my CV as supporting information

Applicant's Signature: _____ Date: _____

On completion please return this form to:

In the interests of efficiency and economy, we do not acknowledge receipt of application forms



Employment History (most recent first):

Reason for Leaving	Dates (dd/mm/yyyy)		Job Title & Nature of Duties	Name & Address of Employer
	From	To		

Education & Qualifications (most recent first):

Name of School/ College/University:	Qualification & Subject:	Result/Award: (including classification)	Date Awarded: (dd/mm/yyyy)

Professional Qualifications (most recent first):

Name of Awarding Body:	Personal Qualification:	Date Awarded: (dd/mm/yyyy)

Research & Publications (most recent first):

Please give brief details of research, publications and consultancies on a separate sheet.
Please tick if separate sheet enclosed

Disabilities:

Edinburgh Napier University guarantees an interview to disabled applicants provided they meet the essential selection criteria for the post. To assist us, please indicate if you have a disability and if so, what reasonable adjustment you require at interview. Yes No If yes, please give details:

Eligibility to work in the UK

ALL applicants are required to confirm that they are legally permitted to work in the UK.
Do you require a Certificate of Sponsorship to work in the UK? Yes No
If you are NOT a U.K. citizen, or an EC/EEA national, do you currently have:
Permission to work in the UK? Yes No
If YES under which immigration category e.g. Tier 1, International Student etc:

International Applicants can check their eligibility to work in the UK by visiting <http://www.ukba.homeoffice.gov.uk/>

Convictions

Do you have any convictions which are not regarded as 'spent' under the Rehabilitation of Offenders Act 1974 (as amended)? Yes No If yes, please give details of the date(s) of offence(s) and sentence(s) passed.

Applicants will be judged on their ability to perform the duties of the post applied for and convictions will only be taken into account if they are relevant to that type of work. Information about the Rehabilitation of Offenders Act 1974 can be obtained from your local probation office.