JOB APPLICATION FORM

Please return the completed form to **jobs@hope.ac.uk** or to the address at the bottom of the page. Pages 1 - 3 will not be available to any shortlisting panels

Post Details:		Ref No:	

Personal Details

Title	Please select	Surname	
First Name(s)		Known As	
Address			
		Postcode	
Telephone (daytime)			
Mobile			
Email			
Do you hold a full clean Driving Licence?	☐ Yes ☐ No		
NI Number			
Where did you see this post advertised?			

Immigration, Asylum & Nationality Act 2006

The University will comply with the Immigration, Asylum and Nationality Act 2006, and will require all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Failure to provide this evidence will delay your employment start date.

From the list below, please choose the relevant option to confirm which of these apply to you and where you have current visa, please provide an expiry date.	
Please select from one of the following options.	Expiry date of visa (if applicable)
If other please state	

Internal Relations

Are you related to a member of staff or a student of Liverpool Hope University?

☐ Yes ☐ No

If yes (Please give details)	Name	
	Job Title/ Course	

Personnel Office
Liverpool Hope University, Hope Park, Liverpool L16 9JD
T: 0151 291 3189 E: jobs@hope.ac.uk www.hope.ac.uk

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Rehabilitation of Offenders Act 1974

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

☐ **Yes** ☐ **No**

If yes, please attach details to the back of this form. You are not required to give details of a 'spent conviction' as produced by the Rehabilitation of Offenders Act 1974, unless the post is one that involves direct contact with children or vulnerable adults, where we need to know about all convictions. Please refer to the particulars of the post.

Health

All appointments to the University are subject to the satisfactory health assessment. Details regarding this matter will be forwarded in due course.

Signed		Date	

Please remember to complete the Equal Opportunities Monitoring Form below.

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Equal Opportunities Monitoring Form

Liverpool Hope University is committed to the principles of equality and diversity as well as the prevention of discriminatory practices. Recruitment and selection of staff will be carried out according to objective, job related criteria, which do not give rise to discriminatory practices, but result in appointments based on merit. For the policy to be effective, it is necessary to undertake detailed monitoring of all applications for posts.

Please note this form will be detached from your application and will be held in the personnel office. The information supplied will be dealt with in the strictest confidence and will be used for the purpose of monitoring.

Name		Ref No:	
Post Applied For			
Date of Birth		Gender	☐ Male ☐ Female
Is your gender identity the same as the gender you were assigned at birth?			☐ Yes ☐ No
Ethnic Origin	Please select	If other please state	
Please State Nationality			
Marital or Civil Partnership Status	Please select from one of the following options.		
Sexual Orientation	Please select from one of the following options.		
Religion or Belief	Please select from one of the following options.		

Disability: Under the Equality Act 2010, a disability is defined as a physical or mental impairment that has a 'substantial' and 'long term' negative effect on a person's ability to do normal activities day to day.

Do you consider yourself to have a disability, impairment, health condition or learning difference?	☐ Yes ☐ No
If yes, please give details	
Please indicate in the box below if there are any reasonable adjustments we need to consider making if you are invited to interview.	

I confirm that all the information I have given on this form is to the best of my knowledge and belief, true and complete. I also give my consent to the processing of my personal data by computer or after means in relation to my job application and possible future employment.

Signed		Date	

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