Thank you for your interest in working for the Moredun Group. Please complete all sections of the application form and return to [HR@moredun.ac.uk](mailto:HR@moredun.ac.uk). All personal details and equal opportunities information in Part 1 will be removed before applications are provided to the shortlisting panel.

**PART 1:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vacancy Details** | | | | | | | |
| Reference Number | | |  | | | | |
| Job Title | | |  | | | | |
| Where did you see this post advertised? | | |  | | | | |
| **Personal Details** | | | | | | | |
| Title |  | | | | | | |
| First name(s) |  | | | | | | |
| Surname |  | | | | | | |
| Address |  | | | | | | |
| Postcode |  | | | | | | |
| Email |  | | | | | | |
| Contact number |  | | Date of Birth | | |  | |
| Do you require sponsorship to work in the UK? | | | Yes | | | No | |
| **Equal Opportunities Monitoring** | | | | | | | |
| The Moredun Group operates a policy of equality of opportunity and fair treatment in employment. We aim to ensure that unfair discrimination does not occur. To help us achieve this aim, we ask you to complete this confidential monitoring form. Statutory codes of practice issued by Equal Opportunities bodies recommend that employers monitor their recruitment and employment practices to ensure that their policies are working effectively. You are not obliged to answer any of these questions, but the more information you supply, the more effective our monitoring will be. | | | | | | | |
| **Would you describe yourself as:** | | | | | | | |
| **Gender:** | | Male | | Female | Prefer not to say | | |
|  | | Other. Please specify: | |  | | | |
|  | |  | |  | | | |
| **Sexual Orientation:** | | Bisexual | | Gay | | | Lesbian |
| Heterosexual | | Prefer not to say | | |  |
|  | | Other. Please specify: | |  | | | |
|  | |  | |  | | |  |
| **Religious or Beliefs:** | | No religion | | Buddhist | | | Christian |
| Hindu | | Jewish | | | Muslim |
|  | | Sikh | | Prefer not to say | | |  |
|  | | Other. Please specify: | |  | | | |
|  | |  | |  | | |  |
| **Nationality:** | | **Please State:** | | ­­­­­­­­­­­­­­­­­­­­ | | | |
|  | | Prefer not to say | |  | | |  |
| **Ethnicity:** | | **Asian** | | | | | |
|  | | Asian/Asian British | | Bangladeshi | | | Chinese |
|  | | Indian | | Pakistani | | |  |
|  | | Other Asian. Please specify: | | | | | |
|  | | **Black** | | | | | |
|  | | African | | Caribbean | | |  |
|  | | Other Black. Please specify: | | | | | |
|  | | **Mixed** | |  | | |  |
|  | | White & Asian | | White & Black African | | | White & Black Caribbean |
|  | | White & Chinese | |  | | |
|  | | Other Mixed. Please specify: | | | | | |
|  | | **White** | |  | | |  |
|  | | British | | Scottish | | | English |
|  | | Welsh | | Irish | | | Gypsy/Irish Traveller |
|  | | Other White. Please specify: | | | | | |
|  | | **Other** | |  | | |  |
|  | | Other. Please specify: | |  | | |  |
|  | | Prefer not to say | |  | | |  |
|  | |  | |  | | |  |
| **Disabled:** | | Yes | | No | | | Prefer not to say |
| The Moredun Group is part of the Disability Confident Scheme and guarantees to interview any disabled candidates that meet the minimum criteria. Would you like to be considered for this?  Yes  No  Do you need any adjustments to attend the interview?  Yes.  No Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |

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| --- | --- | --- | --- |
| **References** (Please note that we will not contact your references without permission) | | | |
|  | **Reference 1** | **Reference 2** | **Reference 3** |
| Name |  |  |  |
| Position |  |  |  |
| Organisation |  |  |  |
| Relationship to you |  |  |  |
| Email address |  |  |  |
| Address |  |  |  |
| Postcode |  |  |  |
| Contact number |  |  |  |

**Part 2:**

|  |  |  |
| --- | --- | --- |
| **Education (most recent first)** | | |
| **Dates** | **Subject** | **Institution/School** |
|  |  |  |
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| --- | --- | --- |
| **Qualifications (most recent first)** | | |
| **Type** | **Institution/School** | **Date obtained** |
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| **Employment** | | | | | |
| **Current (or most recent) employment** | | | | | |
| Job Title |  | | | | |
| Name of Employer |  | | | | |
| Start Date |  | End Date | |  | |
| Reason for Leaving | | | | | |
| Salary |  | Notice Period | |  | |
| Brief Description of Duties | | | | | |
|  | | | | | |
| **Previous employment – please provide your last 10 years employment history and comment on any gaps in employment, noting the reason for these.** | | | | | |
| Job Title |  | | | | |
| Name of Employer |  | | | | |
| Start Date |  | | End Date | |  |
| Reason for Leaving |  | | | | |
| Salary |  | | | | |
| Brief Description of Duties | | | | | |
|  | | | | | |
| Job Title |  | | | | |
| Name of Employer |  | | | | |
| Start Date |  | | End Date | |  |
| Reason for Leaving |  | | | | |
| Salary |  | | | | |
| Brief Description of Duties | | | | | |
|  | | | | | |
| Job Title |  | | | | |
| Name of Employer |  | | | | |
| Start Date |  | | End Date | |  |
| Reason for Leaving |  | | | | |
| Salary |  | | | | |
| Brief Description of Duties | | | | | |
|  | | | | | |
| Job Title |  | | | | |
| Name of Employer |  | | | | |
| Start Date |  | | End Date | |  |
| Reason for Leaving |  | | | | |
| Salary |  | | | | |
| Brief Description of Duties | | | | | |
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| --- | --- | --- |
| **Professional Body Membership** | | |
| **Name** | **Dates** | **Level of Membership** |
|  |  |  |
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| **Supporting Statement** |
| Please use this section to demonstrate why you think you would be a suitable candidate for the post using the job description. |
| Continue on a separate sheet if necessary |

|  |
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| **Publications, Presentations or other Achievements** |
| Please use this section to list any publications, presentations or other achievements relevant to the post. |
| Continue on a separate sheet if necessary |

|  |
| --- |
| **Declaration** |
| I declare that the information given on all parts of this application form, and in any other forms or documentation which accompanies it, is, to the best of my knowledge, correct. I understand that giving false information will make my application unacceptable and, if I am appointed, lead to my dismissal.  I accept that:   * In respect of certain roles, an offer of employment will be conditional upon a satisfactory disclosure check, carried out by a third party, such as DBS. If so, I will be notified of this requirement and any data in respect of criminal convictions will be used only as permitted by law. * If I am appointed, the information of this form may be used, in accordance with General Data Protection Regulations (GDPR) (2018), to form a part of my permanent personal record. * The information in the Equal Opportunities Monitoring form which accompanies the application form, will be used in accordance with GDPR to identify and review the equality of treatment between individuals with a view to enabling such equality to be promoted and maintained. It will not be seen by those who are responsible for making selection decisions. * An offer of employment will be conditional upon me providing proof of my legal right to work in the UK in the job for which I have applied.   Signature: Date: |