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| **APPLICATION FOR EMPLOYMENT - Confidential**  Please complete this form in black ink or typescript and return it to Human Resources at the following email address: [recruitment@leeds-art.ac.uk](mailto:recruitment@leeds-art.ac.uk)  Guidance on how to complete your application form can be found [here](https://www.leeds-art.ac.uk/media/1490642/application-guidance-2021.pdf) | |
| **APPLICATION FOR EMPLOYMENT AS: Schools and Colleges Liaison Officer** |

### PERSONAL DETAILS

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| --- | --- |
| LAST NAME: | FIRST NAME(S): |
| HOME ADDRESS  POSTCODE:  E-MAIL: | ADDRESS FOR CORRESPONDENCE (if different)  POSTCODE: |
| CONTACT NUMBER: | |
| If you have previously worked at a Higher Education Institute, please state your HESA No: | |
| I am applying for Full Time/Part Time: | |
| Do you need a work permit to work in the UK? YES / NO | |
| Are you in receipt of a Public Service Pension? (If so give details) | |
| Please give details of any unspent criminal convictions:  N.B. Under the Rehabilitation of Offenders Act 1974 you are required to give details of any convictions which are not ‘spent’. Failure to do so may render you liable to summary dismissal. | |

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| **NOTE:** Signature of this Application Form indicates that applicants have read the Job Description and any other information issued relating to the vacancy and can comply with its requirements. In addition it indicates that all information given by the applicant is accurate. Any false or misleading statements may subsequently lead to dismissal of a successful applicant. If you are e-mailing the form, printing your name is equivalent to signing the declaration. Proof of qualifications will be required at interview.  Signature of Applicant …………………………………………………………Date. ...........................................  CANVASSING DISQUALIFIES |

**NOTE: This page to be retained in HR Candidate Reference: \_\_\_\_\_\_\_\_\_\_\_\_**

**Candidate Reference: \_\_\_\_\_\_\_\_\_\_\_\_**

**REFERENCES**

Please give the names, addresses and positions of two employment related referees to whom references may be sought. One must be your present or most recent employer, unless you have never had employment. Offers of employment will be subject to references which are satisfactory to the University. Referees will not be contacted before a verbal offer of employment is made.

These forms will be used to confirm to your referee that you have given consent for them to provide a reference on your behalf under the Data Protection Act 2018.

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Applicants Name: …………………………………………………………………

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| --- |
| NAME:  ORGANISATION:  ADDRESS1  ADDRESS2  POSTCODE:  EMAIL:  RELATIONSHIP: |
| **NOTE:** Signature of this Form indicates that you give your consent to the person/organisation named above to provide information relating to yourself in the form of a reference to Leeds Arts University, for the purpose of your offer of employment. In addition it indicates that all information given by you is accurate. Any false or misleading statements may subsequently lead to disciplinary action which could result in dismissal. If you are e-mailing the form, printing your name is equivalent to signing the declaration.  Signature of Applicant: ………………………………………………..……… Date: ........................... |

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Applicants Name: ………………………………………………………………

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| --- |
| NAME:  ORGANISATION  ADDRESS1  ADDRESS2  POSTCODE:  EMAIL:  RELATIONSHIP: |
| **NOTE:** Signature of this Form indicates that you give your consent to the person/organisation named above to provide information relating to yourself in the form of a reference to Leeds Arts University, for the purpose of your offer of employment. In addition it indicates that all information given by you is accurate. Any false or misleading statements may subsequently lead to disciplinary action which could result in dismissal. If you are e-mailing the form, printing your name is equivalent to signing the declaration.  Signature of Applicant: ………………………………………………..……… Date: ........................... |

**Candidate Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**EDUCATION AND QUALIFICATIONS (Please list in chronological order starting with earliest first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date  (Month and Year) | | School, College, University  or Educational Establishment | Examinations taken or being studied for, courses attended, or any other qualifications or distinctions gained  (Please indicate whether full or part-time courses) | Exam  Result  & Grade |
| From | To |
|  |  |  |  |  |

**PROFESSIONAL AND OCCUPATIONAL TRAINING**

|  |  |  |
| --- | --- | --- |
| Date | Training Establishment | Course Attended or Qualifications Gained |
|  |  |  |

**MEMBER OF PROFESSIONAL ORGANISATION**

|  |  |
| --- | --- |
| Name and Level of Membership | Date Gained |
|  |  |

**EMPLOYMENT EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please give the name and address of your present or most recent employer: | | | Dates employed  From:  To: | |
| Post Held | | | Grade | |
| Duties | | | Salary/Wage  £ per annum | |
| Notice Required: | |
| Reasons for leaving or seeking alternative employment: | | | | |
| Other than the role above, please list other posts held. | | | | |
| DATE  From To | EMPLOYER | POSITION HELD & BRIEF DESCRIPTION OF DUTIES  (Please indicate whether full or part-time and, if teaching appointment sought, whether teaching or non-teaching posts held) | | REASONS FOR LEAVING |
|  |  |  | |  |

INFORMATION IN SUPPORT OF THIS APPLICATION

PLEASE NOTE: Please use this section to demonstrate how your abilities and experience meet the essential and desirable criteria for the post. These are listed in the Person Specification and have been included below.

**Please use** **each criteria as headings and give evidence and examples which demonstrate how you meet the essential or desirable criteria in each area under the headings. Do not simply just attach or cut and paste your CV into this section (see guidance notes) since a failure to address the criteria will mean your application is not considered.**

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| --- |
| Essential, please demonstrate - A degree or qualification in the Creative Arts: |
|  |
| Essential, please demonstrate and provide examples of – Substantial administrative and organisational skills: |
|  |
| Essential, please demonstrate and provide examples of – Good computer skills (Microsoft Office): |
|  |
| Essential, please demonstrate and provide examples of – Strong communication skills (both verbal and written): |
|  |
| Essential, please demonstrate and provide examples of – Strong interpersonal and presentation skills: |
|  |
| Essential, please demonstrate and provide examples of – A demonstratable ability and willingness to engage with a schools and colleges audience: |
|  |
| Essential, please demonstrate and provide examples of – Current UK driving licence and willingness to travel: |
|  |
| Desirable, please demonstrate – A teaching qualification: |
|  |
| Desirable, please demonstrate and provide examples of – Experience within education or related sectors: |
|  |