

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

*PLEASE COMPLETE IN FULL
USE BLACK INK TO AID COPYING*

April 2016

<i>Vacancy Post Title:</i>		<i>Vacancy Number:</i>
<i>Your Title:</i>	<i>Surname:</i>	<i>First Name(s):</i>

PERSONAL DETAILS	
<i>Address (For correspondence)</i>	<i>Telephone Number(s):</i>
	<i>Mobile:</i>
	<i>Home:</i>
	<i>Work:</i>
<i>Postcode</i>	<i>e-mail:</i>
	<i>May we contact you at work? Yes/No</i>
	<i>May we contact you by email? Yes/No</i>
<i>National Insurance No:</i>	

MEMBERSHIP OF PROFESSIONAL BODIES
<i>Please list the names of any professional bodies that you are a member of</i>

PLEASE INDICATE HOW YOU FOUND OUT ABOUT THIS VACANCY
<i>Advertisement: please state the name of the publication e.g. The Guardian</i>
<i>Web site e.g. Diamond Web site</i>
<i>Other web sites: please identify the web site e.g. Jobs.ac.uk</i>
<i>Other: please state where e.g. Job Centre, Careers Service</i>

EMPLOYMENT HISTORY

Current /Most recent Employer name & address:

Position held:

Full time or Part time:

Start date:

Leaving date: (If applicable):

*Current/last salary (*before deductions):*

Notice period:

*(Indicate Overtime and Bonus
Payments Separately)*

*(*This is your gross Annual Salary, excluding any Deductions such as Tax, NI, Pension etc.)*

Reason for leaving this employment:

Please summarise your current duties/responsibilities:

RECENT EMPLOYMENT HISTORY (excluding current employment; most recent first)

*Employer name & address, position
held, full or part time*

*Duration of
employment in
years/months*

*Summary of duties and reason for leaving
employment*

Please explain any gaps in your employment history:

EDUCATION and TRAINING HISTORY: *evidence of qualifications obtained will be required*

<i>University, College, School</i>	<i>Subjects studied</i>	<i>Level of Qualification(s) obtained or to be obtained*</i>

** If still undertaking any studies, please indicate the date when the result is likely to be known*

INFORMATION IN SUPPORT OF YOUR APPLICATION

Please use this space in support of your application to provide evidence to show how you meet the role requirement. This can include professional activity, examples of achievements, evidence of updating knowledge and skills, list any relevant publications and articles; other interests including hobbies. (Please continue on a separate sheet if necessary).

REFERENCES

Any offer of employment will be subject to obtaining references that are satisfactory to the Company. Please give names and addresses of two referees whom we can approach; one of whom must be your current, or most recent, employer. The Company, at its discretion, reserves the right to take up additional references.

<p><i>Referee 1.</i></p> <p><i>Name:</i></p> <p><i>Job Title:</i></p> <p><i>Address:</i></p> <p><i>Telephone:</i></p> <p><i>e-mail:</i></p> <p><i>Fax:</i></p> <p><i>In what capacity do you know the referee:</i></p>	<p><i>Referee 2.</i></p> <p><i>Name:</i></p> <p><i>Job Title:</i></p> <p><i>Address:</i></p> <p><i>Telephone:</i></p> <p><i>e-mail:</i></p> <p><i>Fax:</i></p> <p><i>In what capacity do you know the referee:</i></p>
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The Company's policy is to take up references at the **Interview Stage**. If you do not want your referee contacted at this stage please indicate below when they may be approached.

<i>Referee 1.</i>	<i>Referee 2.</i>
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AVAILABILITY

Interviews are normally held within 4/6 weeks of the closing date. It is not normally possible to alter dates to suit individual requirements. Please indicate below any dates during that period when you will not be available to attend for an interview, if selected, and we will aim to accommodate the dates you are unavailable.

DECLARATION

I declare that the information given in this document is correct to the best of my knowledge and belief. I understand that any wilful mis-statements render me liable to disqualification or to dismissal, if engaged.

I consent to the information I provide being kept on file and processed for recruitment purposes in accordance with the principles of the Data Protection Act 1998.

Signature. *Date:.*

(if sent by email we will accept your email account name as a substitute signature; you will be asked to sign a hard copy in the event that you are appointed)

The completed application form can be emailed to: recruitment@diamond.ac.uk or posted to Diamond Light Source Ltd, Human Resources, Diamond House, Harwell Science and Innovation Campus, Chilton, Didcot, Oxfordshire, OX11 0DE



SUPPLEMENTARY INFORMATION

EQUAL OPPORTUNITIES MONITORING

The supplementary information asked for on this form is required to enable normal human resources management, pension and benefits administration, employee management, compliance with laws or other regulations and other business administration processes to be undertaken and may involve the release of information to third parties.

Diamond Light Source Ltd is committed to ensuring that all job applicants and staff have an equal opportunity for employment and advancement in accordance with current legislation, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. In order to help us assess the effectiveness of this policy and, if appropriate, identify areas where improvements are necessary, it is important that you complete the sections below.

Information given will be kept confidential within the Human Resources Department. It will not be used in the selection process, nor disclosed outside the Department. It will be placed on a Human Resources database, used in compiling equal opportunity statistics, and kept in strict confidence. If your application is successful the relevant information will also be used for pension and benefits purposes and stored in pension and benefits databases as necessary.

VACANCY DETAILS		
Vacancy Job title:	Vacancy Number:	

PERSONAL DETAILS	
Surname:	First Name(s):
Title: Prof Dr Mr Mrs Miss Ms Other..... (Please circle)	Date of birth:
Gender: (Please circle) Male Female	Marital Status: (Please circle) Single Married Divorced Civil Partner Other
Sexual Orientation: (Please circle) Heterosexual Homosexual Bisexual I do not wish to disclose my sexual orientation <input type="checkbox"/>	

THE IMMIGRATION AND ASYLUM ACT 1996	
Nationality:	Do you require a work permit to be employed in the UK? Yes / No
<i>Please note: all candidates who are invited for interview will be asked for documentary proof of entitlement to be employed in the UK (e.g. birth certificate or passport showing EEA citizenship or entitlement to work in the UK, National Insurance card, P45 or P60 showing name or NI number or letter from the Home Office showing right to work in the UK etc.)</i>	

ETHNIC ORIGIN (Not Nationality) Please tick as appropriate:			
White		Indian	
Caribbean		Pakistani	
African		Bangladeshi	
East African		Chinese	
Black Other (Please describe)		Asian Other	
Other (Please describe)			
I do not wish to disclose my ethnic origin			

RELIGION OR BELIEF Please tick as appropriate:			
Bahai'i		Rastafarian	
Buddhist		Sikh	
Christian		Zoroastrian	
Hindu		Humanist	
Jainist		Atheist	
Jewish		Agnostic	
Muslim		Other (please specify)	
I do not wish to disclose my religion/belief			

THE EQUALITYACT 2010	
Definition of Disability: A physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities.	
Do you consider yourself to be disabled?	Yes / No (Please circle)
If yes, please specify the nature of the disability:	
Are there any adjustments which you consider need to be made for the purpose of:	
a) The interview?	
b) The job, if offered it?	
Please note: If successful you will be asked to complete a more comprehensive and confidential medical form which will be reviewed by the Occupational Health Service. Following this review, a medical examination may be required to determine fitness for work. If disabled, there will also be more detailed consideration with you of the need for any adjustments.	

THE REHABILITATION OF OFFENDERS ACT 1974	
Do you have an unspent criminal record under the Rehabilitation of Offenders Act 1974? Yes / No (Please circle as appropriate)	
If "Yes", what was	
a) The date of the offence?	
b) The nature of the offence?	

PERSONAL/BUSINESS RELATIONSHIP	
Are you in a personal or business relationship or related to an existing Diamond employee? Yes/No (please circle as appropriate); If yes please disclose:	
The individual's name:.....Job title.....	
The nature of the relationship: (e.g. civil partner, partner, spouse, sibling, son, daughter, business partner etc)	
.....	

I certify that the information in this document is correct to the best of my knowledge and belief. I understand that any wilful mis-statements render me liable to disqualification or to dismissal, if engaged.

Signature

Date

This form must be returned with the application form and emailed to: recruitment@diamond.ac.uk or posted to

**Diamond Light Source Ltd, Human Resources, Diamond House, Harwell Science and Innovation Campus,
Chilton, Didcot, Oxfordshire, OX11 0DE**