|  |  |
| --- | --- |
| **Application for Employment** |  |

**For academic vacancies, this application form should be accompanied by your academic CV, giving details of your research output, grant/income capture, and a summary statement of your research interests and activities.**

**Please type only.**

|  |  |
| --- | --- |
| **Application for the post of**  |  |
|  |  |
| **Service/Department/Faculty**  |  |
| **Where did you see this post advertised?** |  |

|  |  |
| --- | --- |
| **Personal Details**  |  |
| **Last Name** | **First Name(s)** |
| **Address**  |
|   | **Post Code**  |
|  |  |
| **Telephone Number (Home)**   | **(Work)**  | **(Mobile)**  |
| **Email (home)**  | **Email (work)** |
| **Do you have a disability which may have a bearing on this application** *(please see Guidance Notes):* |  | **Do you require a Cyprus Work Permit?** |  |
|  |
|  |

|  |
| --- |
| **Educational Achievements** |
| **Place of Study** | **Dates of Study** | **Qualifications Awarded** | **Grade** |
|  |  |  |  |
|   |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Membership of Professional Bodies** |
| **Name of Association** | **Date Awarded** | **Indicate whether by examination or by invitation** |  Level  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Training (Please give details of relevant training undertaken)** | **Date** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Present or most recent work experience** |
| **Name of Employer (for paid work)**  |
| **Job Title**  | **Salary** |
| **Date commenced** | **Notice required**  |
| **Brief Description of Duties and Responsibilities** |  |
|  |

|  |
| --- |
| **Previous work and other relevant experience (paid or unpaid) (most recent first)** |
| **Name/Address of Employer** | **Job Title** | **Month** | **From** | **Year** | **Month** | **To** | **Year** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |   |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |   |  |   |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |
| --- |
| **Supporting Information****Please use this section to detail how your work experience, education, skills and abilities match the essential and desirable criteria detailed in the person specification, include any experience which you consider to be relevant to your application.** |
|  |

|  |
| --- |
| **References**One of your referees should have knowledge of your current or most recent work if applicable. We normally only take up references for the successful candidate and, if you are shortlisted, we will ask you to bring contact details to your interview. However, on occasion, we take up references for shortlisted candidates prior to interview. Please provide below details of referees whom we may approach *prior* to interview, if necessary.  |
| 1. First Name  | Last Name |
|  Address  | Tel. No  |
|  | Position in Organisation  |
|  Post Code | Professional relationship to applicant  |
|  Email Address |  |
| 2. First Name  | Last Name  |
|  Address  | Tel. No  |
|  | Position in Organisation  |
|  Post Code  | Professional relationship to applicant  |
|  Email Address |  |
| 3. First Name  | Last Name  |
|  Address  | Tel. No  |
|  | Position in Organisation   |
|  Post Code  | Professional relationship to applicant  |
|  Email Address |  |

|  |
| --- |
| **THE PROCESSING OF PERSONAL DATA (PROTECTION OF INDIVIDUALS) LAW 138 (I) 2001**Information provided by this application form will be used by us to assess your suitability for employment with us and for recruitment and other related HR purposes only. You are requested to provide sensitive information such as disability or ethnic origin for the purpose of equal opportunities monitoring. We will not provide this information to any third party unless required to do so by law or other regulatory purposes or with your consent. You have a right to request a copy of any information we hold on you and to have any inaccurate data corrected. |

|  |
| --- |
| **Declaration**I certify that the information given on this form is correct.I understand that any wilful omission or falsification may lead to the disqualification of this application or dismissal if appointed to the post applied for.**Signed ................................................................................. Date** **Please return this form by email to hr@uclancyprus.ac.cy** |
| **Monitoring Information** **Equal Opportunities Policy** "The University will promote, plan, manage and monitor equal opportunities and, in particular, will monitor race, gender and disability in relation to its student and staff profiles. Appropriate positive action will be taken to ensure an equitable gender balance and appropriate representation of people with disability" All applications for employment are monitored in accordance with this University's Equal Opportunities Policy. It would be helpful if you could supply the following information to assist us in meeting this requirement. **The information you supply will be kept strictly confidential. It** **will not be seen or used during the selection process and will be** **used for statistical monitoring purposes only.** Last Name …………………………………………………First Name (s) ......................................................................Date of Birth: ……………………………………………..**Gender:** ………………………..**Disability:** Do you consider yourself to have a disability? If YES, is there any assistance you would like the University to provide for you to do this job ............................................................................................. .............................................................................................  |  |