



IN CONFIDENCE

APPLICATION FOR EMPLOYMENT

Please complete in typescript or black ink to aid copying

You may submit a CV with your application but you must complete the application form. Please **DO NOT** enclose any original documents, eg educational certificates or testimonials with this application.

Address:	Title (Dr/Mr/Miss/Ms/Mrs):
	Forenames:
	Surname:
Email :	
Home telephone number:	Post applied for:
Daytime telephone number: <i>(Discretion will be used when contacting you at your workplace)</i>	Reference No:
	Post Advertised in:
Give below details of any applications you have made to the Particle Physics and Astronomy Research Council.	Dates when NOT available for interview:
Positions applied for:	<i>(We cannot undertake to avoid these dates but will try to do so.)</i>
Location:	When could you take up duty if appointed?
Date(s) of application:	Nationality:
Outcome:	Would you require a work permit :

REFERENCES

We will approach your most recent employer for a reference. Please provide details below.

If you are still studying, give name and address of someone at your college who would be prepared to give an opinion of your work.

Name: Position held:

Email: Contact Telephone No:

Are you willing for your present employer to be asked for a reference now? YES NO

Please also give the names, addresses and email (if possible) of two other referees, not related to you, and indicate whether these are professional or character references by stating their relationship to you.

1.	2.
Email:	Email:
Relationship:	Relationship:

For office use only			
Date Received:	Initials:	ATC:	App No

SECONDARY EDUCATION

Dates (month/year)		Educational qualifications gained (specify subjects with grade or band and year obtained)
From	To	
		"O" Grades or equivalent
		"Higher" or equivalent

FURTHER EDUCATION

Dates (month/year)		University/ College (or other)	Subjects in final Examination	Subject and title of degree with class and division	Date awarded/ expected
From	To				

PROFESSIONAL QUALIFICATIONS

Give details of your membership of any professional body:

PUBLICATIONS

Give details, with dates, of any published work:

OTHER

Give details of any Scholarships, awards or positions of responsibility held and any academic or non-academic distinction gained:

PRESENT OR LATEST EMPLOYMENT

Dates (month/year)		Name and address of employer	Position held and nature of duties
From	To		
State your current (or last) salary:			
Reason for leaving current (or last) job:			

CAREER HISTORY

Please give details of all positions held prior to your present or latest employment and since completing full-time education. *This should include Forces and Government Service, early training or apprenticeship and details of any period of unemployment. Start with the most recent.*

Dates (month/year)		State the name and address of the employer, position held, description of duties and reason for leaving
From	To	

SKILLS, KNOWLEDGE AND EXPERIENCE

Please refer to the information to candidates and describe how your skills, knowledge and experience match the areas listed. Your application will be short-listed on the basis of the quality of the examples you provide here.(or achievement record):
(continue on a separate sheet if necessary)

REASONS FOR APPLYING FOR THIS POSITION

Please say why you are interested in the appointment and provide any further information that you consider would be useful to us in the selection process.

By signing and returning this application form, you consent to STFC using and keeping information about you provided by you or by third parties such as referees, relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for 12 months from the date on which you are informed whether you have been invited for interview, or indefinitely, in the case of the successful applicant. Such information may include details relating to ethnic origin and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.

YOU MUST SIGN AND DATE THIS FORM

I declare that the information I have given is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified, or if I have already been appointed, I may be dismissed. Please note that if this application is sent electronically applicants invited for interview will be required to sign a hard copy of this form to validate the information presented therein.

Name:

Signature:

Date:

Thank-you for taking the time to complete this form. Please return your application marked 'Confidential' to: Jean Miller

HR Advisor - Human Resources

UK ATC

Royal Observatory

Blackford Hill

Edinburgh

EH9 3HJ

Or email to atcrecruitment@roe.ac.uk