



# Job Application Form

It is essential that you refer to the Guideline Notes for Job Applicants before you complete this application form.

This form may be photocopied. Please type or write clearly in black ink. Candidates may attach a statement in support of their application to this form should they wish.

When completed this form should be returned to The Human Resources Division, Grants Veterinary Services, Longbridge House Farm, Stillington Road, Easingwold, York, YO61 3ET no later than

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Application for the post of: .....

Advertisement Reference number: .....

Where did you see the advertisement? .....

(If you saw the advertisement on a website, please indicate the name of the site)

First Name(s) (BLOCK CAPITALS) .....

Preferred Title

Surname (BLOCK CAPITALS) ..... (e.g. Mr/Ms/Mrs/Miss/Dr) .....

Date of Birth ..... /..... /..... (e.g. 01/01/1980)

Address for Correspondence .....

(BLOCK CAPITALS)

.....

..... Post Code .....

E-mail Address: .....

Telephone number: (Daytime) ..... (Home) .....

Do you require a work permit to take up this appointment? Yes/No

**For Personnel Division Use Only**

Application Reference Number

**Education**

(Include information on undergraduate and postgraduate degrees, diplomas, evening and correspondence courses)

University/College	From	To	Full or part-time	Qualifications and classifications of degree (if applicable). State also if Honours or Ordinary and give dates awarded. Also include any other awards.

**Professional qualifications (include grade of membership and date of award)**

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**Details of other vocational or technical courses, not included above, along with any apprenticeship/training in a trade or profession and dates**

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**Publications**

Candidates for academic and research posts should attach a separate sheet setting out their research interests and any publications by title, reference and date of each publication.

**Employment**

Please give details of all previous employment starting with your present (or most recent) employer.

You may wish to include in the statement of support of your application a brief summary of your main duties and responsibilities.

**Present/most recent employment**

Dates From/To	Employer's Name, Address and nature of business	Job Title	Reason for Leaving

Notice Period required .....

Please state current salary or most recent salary if not currently employed .....

**Previous Employment – Please give account / reasons for gaps in service**

Dates From/To	Employer's Name, Address and nature of business	Job Title	Reason for Leaving

## EQUAL OPPORTUNITIES MONITORING FORM

In Order to assist the company in monitoring the effectiveness of its Equal Opportunity and requirement policies, AND FOR NO OTHER REASON you are asked to give the following information. We emphasise that this information will not be used for future selection purposes and the results of this survey will not affect your employment status in any way.

**Gender:**

Male  Female

**Age Group:**

16 – 24     25 – 33     34 – 42     43 – 51     52 – 60     61 +

**Ethnic Group**

These groups are consistent with the 2001 Census.

How would you describe yourself?

**(Please tick one only)**

- Asian or Asian British – Bangladeshi
- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Asian or Asian British – Other
- Black or Black British – African
- Black or Black British – Caribbean
- Black or Black British – Other
- Chinese
- Mixed – White & Asian
- Mixed – White & Black Caribbean
- Mixed – Other
- White British
- White Irish
- White – Other
- Any Other – Please specify

The Disability Discrimination Act 1995 says that some one is a disabled person if they have a Physical and mental impairment, which has a substantial and adverse affect on their ability to carry out normal day to day activities.

Do you consider yourself to have a disability as defined above?    Yes     No

If yes please state the nature of disability:

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## Statement of Support

Outline why you think you are a suitable candidate for this role and what skills, attributes and experience you would bring to our company. Please use additional sheets if necessary.

Do you hold a current Driving Licence?      Yes       No

Any convictions or endorsements?      Yes       No

Can we contact your current employer prior to Interview?      Yes       No

Name and addresses of 2 referees's that we could contact or attach statement of good standing from university.

1. ....

2. ....

Signed .....

Date.....