

Standard Application Form (SAF)

Candidate ref:

Employer applied to:

Preferred functions: 1
2

Personal Details *(please print this section)*

Title	Surname	First Name(s) (indicate (*) the one you are known by)

Home Address

Term Address

Postcode

Postcode

Telephone:

Telephone:

E-mail:

E-mail:

Dates at above:

Dates at above:

Nationality

Date of Birth:

Do you need a work permit for permanent employment in the UK? YES NO

Do you have one? YES NO

Do you hold a full UK driving licence? YES NO

Education - Professional, Postgraduate, First Degree/Diploma

Please list all **degrees/diplomas/professional qualifications etc** held at or currently studied for, whether at first degree or postgraduate level. **List most recent first** and give all results known whatever the outcome.

From Month/year	To	Higher Education Institution	Award and Title of Award (HND/Degree/Dipl/Msc/ PhD etc) List main subjects below title	Results (expected/awarded)

Education - Prior to Higher Education

Please list **date (year)/qualification/subjects (grade)** of all of the highest level examinations that qualified you for your Higher Education course(s) (A/AS Levels/Scottish Higher/Irish Leaving/Access/GNVQ/Baccalaureate etc). Include all examinations taken at this level whatever the outcome.

Number of GCSE/Standard Grade passes (Grade C & above)	Date(s) gained	Grade for Maths	Grade for English Language	Number of A/A* grades

Employment and Work Experience

Please describe briefly any work (whether paid or unpaid) which you have undertaken. Highlight(*) the two most relevant and note what you achieved..

From Month/year	To	Employer	Job Title/Responsibilities	Achievements

Geographical Location

Do you have a strong preference for a particular location? If so, give details.

Personal Interests/Achievements

Use the space below to describe **with dates (year)** any part-time activities. Include organising, leading or group activities. Those requiring initiative, creativity or giving intellectual development are also of interest.

Specific Evidence

The following questions are designed to encourage you to provide specific abilities. Your examples can be taken from your education, work experience, placements or spare-time or other voluntary activities but do not write solely about course-work.

Planning, implementation and achieving results:

Describe a challenging project, activity or event which you have planned and taken through to a conclusion. Include your objective, what you did, any changes you made to your plan and state how you measured your success.

Influencing, communication and teamwork:

Describe how you achieved a goal through influencing the actions or opinions of others (perhaps in a team context). What were the circumstances? What did you do to make a difference? How do you know the result was satisfactory?

Analysis, problem solving and creative thinking:

Describe a difficult problem that you have solved. State how you decided which were the critical issues, say what you did and what your solution was. What other approaches could you have taken?

Additional Information

Please write here any additional information, not covered elsewhere which will strengthen your application.

Where did you hear of us/see an advertisement?

Specific Skills

1. List any languages that you know indicating level of proficiency (basic/working knowledge/fluent/mother tongue).
2. Specify your experience with any generic computer packages/programming languages (limited/working knowledge/extensive).
3. Indicate any other specific relevant skills (laboratory techniques, graphics skills etc).

Career Choice

Explain why you have applied for the job function(s) that you noted on the first page. Offer evidence of your suitability (e.g. courses undertaken, work shadowing, skills, strengths and experiences). Emphasise why you consider yourself to be a strong candidate.

Health Declaration

Please give details of any health matters of relevance to the work applied for (see note within Guidance Notes and Monitoring Data).

Referees

Academic Referee	Other Referee
Name:	Name:
Position:	Position:
Address:	Address:
Telephone:	Telephone:

Availability

Please give any dates when you are not available for interview	Please give the date from which you are available for employment
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Declaration

The statements made on this form are true. I understand any false statements may jeopardise my application and may lead to an offer being withdrawn. I have attached the Equal Opportunities Monitoring Data.

Signed **Name (please print)**..... **Date**.....

Equal Opportunities Monitoring Data

The following monitoring information is used to ensure that recruitment procedures do not lead to discrimination and that legal and other requirements are met. It is separated from your completed form, so you cannot be identified, and will play no part in the selection process.

Please put this form in a sealed envelope marked 'Equal Opportunities Data' and attach this to your completed form.

Date today?

D	D	M	M	Y	Y	Y	Y												
M		F																	
S		M		D		W													
D	D	M	M	Y	Y	Y	Y												

Male/Female?

Single/Married/Divorced/Widowed?

Date of Birth

Ethnic Origin.

Which of the following best describes your ethnic origin? Please tick one. The categories used are those recommended by the Commission for Racial Equality.

- | | |
|---|---|
| <input type="checkbox"/> Arabic | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Black African | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Black - other (please specify) | <input type="checkbox"/> White |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Irish |
| | <input type="checkbox"/> Other (please specify) |

Disability Status

Do you have a disability? (The Disability Discrimination Act 1995 defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on ability to carry out normal day-to-day activities.')

YES NO

If yes, please specify