

Employment Application Form

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

Applicants may attach a statement / CV in support of their application should they wish but CVs will not be accepted without a completed application form.

The completed form should be returned to: British College of Osteopathic Medicine, 120-122 Finchley Road, London NW3 5HR
 Tel: 0207 435 6464 Fax: 0207 431 3630 Email: careers@bcom.ac.uk

Part 1

Job Reference No.			
Post Applied For			
Expected salary/rate		Preferred work hours	
Where did you see the advertisement? (e.g. If you saw the advertisement on a website/journal, please indicate the name of the site/journal)			
Are you related to/or do you have a personal relationship with any employee of BCOM? Answer Yes OR No. If Yes, please give details			

Part 2 – Personal Details

First Name (BLOCK CAPITALS)			
Surname (BLOCK CAPITALS)		Title:(e.g. Mr/Mrs/Ms/Dr)	
Address (BLOCK CAPITALS)			
Postcode		Email	
Tel. No. (Mobile)		Tel. No. (Home)	

Part 3 – Eligibility to work in the UK and Unspent Convictions

(Employment Legislation in the UK requires all applicants to provide relevant evidence of eligibility to work in the UK)

Are you eligible to work in the UK? (Answer Yes OR No)		By what means are you eligible to work in UK? (Please give details)	
Are you a work permit holder in UK? (Answer Yes OR No)		Type of Work Permit/Visa (If applicable)	
Issue date of your work permit / visa		Expiry date of your work permit / visa	
National Insurance Number		Nationality	
Please give details of any unspent criminal convictions			

Part 4a – Professional Qualifications / Memberships

Please give details of relevant professional qualifications including passed finalists, ongoing courses, vocational and technical courses or training attended. Specify grade and date of award.

Please list below memberships of professional bodies/institutions e.g. GOsC / Nutrition society etc

Name of professional body/institution	Registration/membership No.	Date of membership/registration

Publication Details: Applicants for academic and research positions are required to attach a separate sheet that gives details of their research publications (title, date of each publication and details of the publications) and include details of research interests.

Part 4b – Further/Higher & Secondary Educational Qualifications

Please list below further/higher educational qualifications including undergraduate and postgraduate degrees, diplomas, evening and correspondence courses. Include ongoing course details (if applicable)

College/University	From (Date)	To (Date)	Part /Full Time	Qualification gained, grade & subjects (Include classification details e.g. Honors)

Please list below secondary education details

School / Institution	From (Date)	To (Date)	Qualification gained, Grade & Subjects

Part 5 – Employment Details

Present / Most recent employment (If currently unemployed please mention it below)

Employer's Name, Address and nature of business	From (Date)	To (Date)	Part / Full Time	Job Title / Position Held	Reason for leaving / wishing to leave

Summary of your Job duties and responsibilities (include details of managerial / team leading experience)

Notice period required	Current Salary
Bonus / Benefit details	

Previous Employment – starting with the most recent. Include any voluntary or unpaid work. Continue on a separate sheet if necessary.

Employer's Name, Address and nature of business	From (Date)	To (Date)	Summary of job duties	Part / Full Time	Job Title / Position Held	Salary	Reason for leaving / wishing to leave

Part 6 – Other information

Do you hold any first aid qualifications? Answer Yes OR No. If Yes, please give details	
Hobbies and Interests	

Part 7 – Statement in support of your application

Please describe the extent to which you match the requirements of the person specification (see Job Description of the position). You may include any further information you may feel relevant to your application e.g. why you are interested in the post, why you think you are best suited to this position, your managerial skills (if relevant to this position) etc

Part 8 – Employment / Professional References

Please give below the details of two professional referees (not your relatives), at least one of whom should be your present or most recent employer.

Referee # 1		Referee # 2	
Name of Referee		Name of Referee	
Position Held		Position Held	
Email		Email	
Tel. No. (Mobile / Work)		Tel. No. (Mobile / Work)	
Company Name		Company Name	
Company Address		Company Address	
Can we contact referee # 1 after the final interview?		Can we contact referee # 2 after the final interview?	

Part 9 – Declaration

In accordance with the Data Protection Act 1998, the information provided on this form and any attached supporting document(s) will be used in the recruitment and selection process and the HR department will ensure that the information provided is not passed to anyone who is not authorized to see it. It will also form the basis of the confidential personnel record of the successful candidate and in case you are unsuccessful the Application Form will be destroyed after six months.

I hereby declare that to the best of my knowledge, all the information given by me on this form and any attached supporting document(s) is true and correct. I confirm that I do not object to the information collected on this form being used by BCOM in recruitment and selection process and equal opportunities monitoring in respect of job applications. I understand that any false information could result in the disqualification of my application or dismissal if appointed. I will inform BCOM immediately of any change in my circumstances (e.g. convictions) that may affect the recruitment and selection process.

Signed

Date

Print Name
(BLOCK CAPITALS)

Guidance Notes for Job Applicants

Thank you for requesting details of this vacancy. Please read the instructions given below very carefully and also refer to the detailed job description and person specification of the advertised vacancy before you attempt to fill in the application form.

- It is essential that applications are typed or printed neatly in black ink and spelt correctly. If handwritten, please use block/capital letters wherever possible to complete important information like personal details, dates etc.
- Completed applications should be returned in good time before the closing date to the HR Department, Lief House, 120-122 Finchley Road, London NW3 5HR, Tel: 0207 435 6464, Email: careers@bcom.ac.uk. Applications received after the closing date cannot be considered.
- Please answer all questions that apply to you. If a question does not apply, please write N/A (not applicable), or draw a line through the space to show that you did not overlook the question. Please Do NOT leave anything blank. Please double check all details before submitting.
- **Part 2** – Give your complete name and address, including complete postcode. Please indicate your preferred medium of contact (e.g. Email/post). Also indicate a preferable time when we can call you.
- **Part 3** – Evidence of your eligibility to work in the UK will be required to be submitted at interview or during job offer
- **Part 4(a & b)** – Please include details of ongoing / incomplete courses as well.
- **Part 5** – Please include casual/ voluntary/ unpaid/ consultancy work/ work breaks as well to account for any gaps (if applicable). Please give detailed summary of your job duty/responsibility. Additional sheets of paper may be attached to your application if required.
- **Part 7** – It is essential when completing the statement in support of your application that you address all the points listed in the person specification section of the Job Description (use this as guideline) to show how your experience is relevant to the post, using examples to illustrate this. Additional sheets of paper may be attached to your application if required.
- **Part 8** – Referees must include your employer or his/her authorized representative. Referee # 1 must be from your current/most recent employment. Please seek permission before listing referee details on your application. However, we will refer back to you for confirmation that referees may be approached before any contact is made with them.
- **Part 9** – Please sign and date the form. If you send by email, please type your name and date before submitting
- It is acceptable to send a CV with your application form/statement of support but CVs will not be accepted without a completed application form. And the HR Department will not acknowledge receipt of your application form unless it has been sent by recorded / signed for post.
- We recognize that disabled applicants may feel reluctant to declare their disability; nevertheless, we would encourage you to do so in order that BCOM can be in a position to offer positive support and assistance.
- If you have a query or need more clarification to fill in the application form, please contact HR Department at 0207 435 6464 or email rp@bcom.ac.uk

Equal Opportunities Monitoring Form

(Detachable Form)

The British College of Osteopathic Medicine (BCOM) is committed to providing an equal opportunities working and learning environment where no one receives less favorable treatment. Information provided on this form will help us to monitor our progress towards meeting this commitment. **It will be treated as strictly confidential and will NOT be used as part of the selection process; this form will be detached before it is seen by those responsible for short listing.**

Job Reference No.

Post applied for

Nationality and ethnicity

What is your nationality? _____

Please mark one box below to describe your ethnic group:

- | | |
|--|---|
| <input type="checkbox"/> White - British, Scottish, Welsh, Irish | <input type="checkbox"/> White - any other White background* |
| <input type="checkbox"/> Asian or Asian British - Indian, Pakistani, Bangladeshi | <input type="checkbox"/> Asian or Asian British - any other Asian background* |
| <input type="checkbox"/> Mixed - White and Asian, White and Black African, White and Black Caribbean | <input type="checkbox"/> Mixed - any other mixed background* |
| <input type="checkbox"/> Black or Black British - Black Caribbean, Black African | <input type="checkbox"/> Black or Black British - any other Black background* |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Other ethnic group - any other background* |
| <input type="checkbox"/> Prefer not to say | |

* If appropriate, please give details: _____

Gender and Date of Birth

Gender: Female: Male: Age: _____

Disability

The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

1. Do you consider yourself to be disabled? Yes No Prefer not to say

2. If you have answered Yes, what is the nature of your disability: _____

BCOM welcomes applications from disabled people. If you require any adjustments to the interview arrangements, please provide us the details here or contact the HR Office as stated in

3. the guidance notes above to discuss your requirements: _____