

# 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](mailto: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

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

Are there any restrictions on your continued residence or employment in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details			
Are you a work permit holder in UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If, Yes, type of Work Permit/Visa
Issue date of your work permit / visa			Expiry date of your work permit / visa

### 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.

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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

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## 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

**If you have a disability, and there are any special arrangements which need to be made should you be short-listed for interview, please contact us to notify us of these.**

## **Part 8 – 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)			

**Thank you for applying**

## **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](mailto: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** – 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](mailto:rp@bcom.ac.uk)

***The following pages will be detached from your application prior to it being considered as they contain information that is strictly private and confidential***

Job Reference No.

Post applied for

## Part 9: REFERENCES

Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager: if you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher). Please indicate below whether references may be taken up prior to an offer of employment being made and accepted and ensure that your referees are aware of this application.

Current / Last employment		Previous employment	
Full Name		Full Name	
Job Title		Job Title	
Position held in relation to you (e.g. line manager)		Position held in relation to you (e.g. line manager)	
Email		Email	
Telephone		Telephone	
Company Name & Address & Postcode		Company Name & Address & Postcode	
Job held by you and dates		Job held by you and dates	
Referee can be contacted prior to offer being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Referee can be contacted prior to offer being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Part 10: REHABILITATION OF OFFENDERS ACT 1974

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence, which is not spent, as defined in the above Act? Yes  No

If yes, please give details of date(s), offence(s) and sentence(s) passed:

The Rehabilitation of Offenders Act does not apply to certain specified professions, nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed:

If you are applying for a post which involves contact with either children or vulnerable adults, please also confirm that you are not listed on either of the following (as appropriate):

I confirm that I am not listed on the children's barred list.

OR

I confirm that I am not listed on the adults' barred list.

AND

I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children/vulnerable adults.

*The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.*

## Equal Opportunities Monitoring Form (Detachable Form)

The British College of Osteopathic Medicine aims to be an equal opportunities employer, and our policy is that job applicants and employees receive equal treatment regardless of sex, race, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment, where any of these cannot be shown to be a requirement of the job concerned. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunity policy, and for no other reason, please answer the following questions. (Tick box where appropriate.)

Job Reference No.

Post applied for

### Nationality

What is your nationality? \_\_\_\_\_

### Ethnicity

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

\* If appropriate, please give details: \_\_\_\_\_

### Gender and Age

Gender: Female:  Male:  Age: \_\_\_\_\_

### Disability

The Equality Act 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: \_\_\_\_\_

### Religion and Belief

- No Religion     Buddhist     Hindu     Jewish     Muslim     Sikh
- Christian (including Church of England, Catholic, Protestant and all other Christian denominations)    Any other Religion \_\_\_\_\_