

## Guidance notes for completing the Application Form

Please ensure that you complete all relevant sections of the application form. If a section does not **apply to you, please just write 'not applicable' in the box.**

You may also provide a CV, but a CV will only be accepted if accompanying a fully completed application form. CVs sent in isolation will be returned.

### Education and Qualifications

Please give full details of your education, detailing Schools / Colleges attended and qualifications achieved, including subject level and grade.

### Employment

Please provide full details of your complete work history. This can include paid employment, voluntary work and work experience.

### Information in Support of your Application

Please use this section to explain your reasons for applying for this post. The information you include here should be directly related to the person specification and you should demonstrate how your skills, abilities and knowledge will enable you to carry out the job. You can draw on elements from any aspect of your life, such as education, work, hobbies and interests, providing you focus on its relevance in comparison to the requirements of the post.

### References

Please give details of three referees, at least two being able to comment on your suitability to undertake the requirements of the post, and at least one being able to provide a character reference. One of the references should be from your current or previous employer, if applicable.

Please remember to complete the section which asks if the University is able to approach your referees prior to interview. It is University policy to request references prior to interview if possible.

In providing the names of referees, you are agreeing that the University may ask their opinions on your character and ability in relation to this application. These opinions, given in trust, will remain strictly confidential.

### Other Information

This section is designed for you, if you wish, to give any other information on activities and/or achievements which are not documented elsewhere in your application.

### Rehabilitation of Offenders

A criminal conviction will not necessarily be a bar to employment. The Rehabilitation of Offenders Act 1974 entitles people who have been convicted of a criminal offence carrying a sentence of up

to 30 months' imprisonment and who have completed the appropriate period of rehabilitation to regard their conviction as 'spent'. 'Spent convictions' can then be regarded as never having occurred.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, however, exempts certain types of employment from the provisions of the Act, such as those posts that come into contact with under 18s and vulnerable adults on a regular basis.

Any information disclosed will be kept in strict confidence and used only in consideration of your suitability for the post for which you are applying. If you are appointed, but fail to disclose any convictions, you could be subject to dismissal or other disciplinary action by the University.

#### Declaration

Please ensure that you sign the completed application form as failure to do so will mean that it will not be possible for the University to proceed with your application.

#### Equal Opportunities Monitoring Form

##### Statement

The University of Wales is committed to equality of opportunity and will consider applications solely on the basis of merit and the ability to do the job. The information collected on the Equal Opportunities Monitoring form will be kept separate from your application form. It will assist the University to support and encourage under-represented groups and promote diversity.

Any personal data collected on the form will be held securely and confidentially and will only be used by the University in accordance with the provisions set out in Data Protection Act 1988.

##### Disability Statement

If you have a disability or health problem, please indicate any relevant effects of the disability or health problem and any adjustments that will be required if you are invited to interview.

##### Work Permit / Evidence of permission to work in the UK

If you are an overseas national you may require a work permit to work in the UK. You should check your immigration status, if applicable, before answering this question.

All candidates invited to attend for interview will be required to produce documentary evidence of permission to work in the United Kingdom. You could provide for example, either a British passport, or a passport or National Identity Card from an EEA country or Switzerland; or alternatively a document showing your permanent UK National Insurance Number and your full UK Birth Certificate; or a work permit and your passport.

A full list of acceptable documentary evidence is attached (see appendix 1). The original documents must be seen on the day of the interview and a copy will be made. However, only copies of documents relating to the successful candidate will be retained, for inclusion in the personal file of that person.

##### Ethnic Group

Please note that ethnic group is not about nationality, place of birth or citizenship. It is about colour and broad ethnic grouping. You may belong to any of the groups listed and therefore please tick the one box that applies.

## Asylum and Immigration Act 1996

### Prevention of Illegal Working

Under the terms of the Asylum and Immigration Act 1996 all employers in the UK are required to make basic document checks on every person they intend to employ. By checking and copying certain original documents belonging to the potential employee the University can ensure a statutory defence against conviction for employing an illegal worker.

Where a prospective employee does not have the right to work in the UK without Home Office permission, any offer of employment will be subject to an application for a work permit being made to and approved by the Home Office and/or Work Permits (UK).

These rules apply to any new employee, whether on salary, wages, fees or any other form of payment and irrespective of the length or duration of the work.

In order to comply with the Act, all candidates are asked to bring to the interview original documents as follows:

- One of the original documents included in List 1.

If however candidates are unable to provide one of the original documents included in List 1, they are asked to provide two of the original documents in the combinations given in List 2

*Candidates do not need to produce documents from both List 1 and List 2.*

#### List 1

List 1 covers documents which can be produced alone to provide the University with a statutory defence.

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on his or her stay.

- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work the University is offering if he or she does not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

## List 2

List 2 shows the combinations of documents that will provide the University with the statutory defence. The University will not have a statutory defence if one document is seen from the first combination and one from the second combination.

### First combination

- A. A document **giving the person's permanent National Insurance Number and name**. This could be a P45, P60, National Insurance card or a letter from a Government agency.

PLUS ONE OF THE FOLLOWING DOCUMENTS LISTED AT B – H:

- B. A full birth certificate issued in the United Kingdom, which includes the names of the **holder's parents**; OR
- C. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- D. A certificate of registration or naturalisation stating that the holder is a British citizen; OR
- E. A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on his or her stay; OR
- F. An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on his or her stay; OR
- G. A letter issued by the Home Office which indicates that the person named in it can stay in the United Kingdom, and this allows his or her to do the type of work that is being offered, OR
- H. An Immigration Status Document issued by the Home Office with an endorsement indicating that the person named in it can stay in the United Kingdom; and this allows his or her to do the type of work that is being offered.

### Second combination

- A. A work permit or other approval to take employment that has been issued by Work Permits UK.

PLUS ONE OF THE FOLLOWING DOCUMENTS LISTED AT B - C

- B. A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR
- C. A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

*Please note that the following documents do not provide suitable evidence and will not be accepted by the University.*

- A Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the United Kingdom. (Individuals with these documents should contact the Home Office for information about how they can apply for an Application Registration Card.
- A letter issued by the Home Office stating the holder is a British citizen.
- A passport describing the holder as a British Dependant Territories Citizen which states that the holder has a connection with Gibraltar.
- A short birth certificate issued in the United Kingdom which does not have details of the **holder's parents**.
- A card or certificate issued by the Inland Revenue under the Construction Industry Scheme.
- A temporary National Insurance Number (beginning with TN, or any number ending with the letters E to Z inclusive).
- A driving license issued by the Driver and Vehicle Licensing Agency.
- A bill issued by a financial institution or a utility company.

October 2006