

### Office use only

Application received DD/MM/YY

Checked by:

Application no.

**Completed application forms should be emailed to Donna Niccolls** [**d.niccolls@uel.ac.uk**](mailto:d.niccolls@uel.ac.uk) **before the deadline date for the position that you are applying for.**

**Employment Application Form**

Job applied for:

**Introduction**

We have designed this application form to collect all the information we require to select candidates for interview. Please do not send CVs, as we will not look at them. You may use continuation sheets or re-type the whole form if you wish.

**Education**

Please provide details of your education to date.

|  |  |  |
| --- | --- | --- |
| **Dates attended** | **Institution** | **Qualification and grade** |
|  |  |  |

**Training**

Please provide details of other training that you have attended to date.

|  |  |  |
| --- | --- | --- |
| **Dates attended** | **Training Provider** | **Qualification and grade**  **(if applicable)** |
|  |  |  |

## Employment History

Please provide details of your work experience (paid or unpaid) to date.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **(month & year)** | **Job Title and Employer** | **Description of Duties** | **Reason for leaving** |
|  |  |  |  |

**Supporting Statement**

We suggest that you pay particular attention to the job description and person specification when completing the following section. Please detail below how your experience is relevant to the position that you wish to apply for:

|  |
| --- |
|  |
|  |

## Other information

Please use this section to tell us about anything else that is relevant to your application

|  |
| --- |
|  |

**References**

We may wish to contact your previous employer or a member of UEL staff who will support your application as a referee, to establish that you have the experience we need. The referee should be someone who knows you and should not be a family member. We intend to contact this person only if you are successful at interview.

|  |  |  |
| --- | --- | --- |
| Name | Personal, Study or  Work reference? | Email address and phone number |
|  |  |  |