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| For Office Use Only |  |  | #JobInfo PDMDOC=AL - Applications#  #JobInfo STAFFNO=#  #JobInfo SURNAME=#  #JobInfo APPNO=# #JobInfo YEAR=2012#  #JobInfo FIRSTNAME=#  #JobInfo MODCODE=# |  |
| Staff Identifier |  |  |
| Application Number |  |  |

ALAPP7

**ASSOCIATE LECTURER APPLICATION FORM**

Please complete this form in accordance with the guidelines on our tutor recruitment website: <https://www.open.ac.uk/about/employment/general-vacancies/information-and-faqs-al-recruitment>

For a Welsh Language Version of this application form see the above website.

CVs are not acceptable in place of the form and will not be considered in the selection process

The OU is an equal opportunities employer and welcomes applications from all backgrounds and nationalities. As the work for the University will be carried out in the UK or the Republic of Ireland there is a requirement for members of staff to be resident in either the UK or the Republic of Ireland (depending on the requirements of the role).

**Your completed application form should be e-mailed to** [**AL-Applications@open.ac.uk**](mailto:AL-Applications@open.ac.uk)

**IMPORTANT: Please note if you do not complete the Equal Opportunities Link at the end of this form, we cannot process your application**

**Please include the module code in the subject header of the email.**

**PDF versions will not be accepted**

**Section A: Vacancy Details**

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| **Please provide unique Vacancy code from advert**  (e.g. STEM\_Science\_22J) |  |

**Section B: Personal Details**

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| Are you returning to The Open University as an Associate Lecturer after a break in service?  Are you currently an employee of The Open University in another capacity?  **Please note from 1st August 2022 the maximum workload of the AL and all other OU roles is 1FTE (staff may hold more than one role in the University so total OU workload must not exceed 1.3FTE).** | **Yes  No**  **Yes  No** |

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| **Last Name** |  | | | **First Name/s** | |  | | | | | **Title** |  |
|  | | | | | | | | | | | | |
| **Preferred First Name (if different)** | |  | | | | | **Postcode** | |  | | | |
|  | | | | | | | | | | | | |
| **Address** |  | | | | | | | | | | | |
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| **Country** |  | | |  | |  | | | | | | |
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| |  |  |  | | --- | --- | --- | | **Are you eligible to work in the UK? Further information can be found** [**here**](https://www.open.ac.uk/about/employment/eligibility-to-work-in-the-UK)  **Did you arrive in the UK before 1st January 2021**  **Please indicate where you have seen this Vacancy advertised by clicking** [**here**](https://forms.office.com/r/b0y88Mwyge) | **Yes**  **Yes** | **No**  **No** |   **Please indicate here if you live in Wales and wish the University to correspond with you in Welsh**  **Please indicate here should you be invited to interview and would like this conducted in Welsh**   |  | | --- | | For modules that require face-to-face tuition, if you are applying for vacancies within geographical locations outside of your place of residence (stated in Section B in this application), please state which location(s) you wish to be considered for. Where the vacancy location is more than 125 miles and/or more than 2-3 hours distant (not a neighbouring location), please also supply additional details as to how you plan to attend tutorials in the advertised location(s) by clicking [here](https://forms.office.com/Pages/ResponsePage.aspx?id=VdQuDq-WAEG-06jl_ZgWhay5413CesBFoXysRTtUOOtUQVpOTlBJOUhQNkJCOVZYSkFXRlRBRE5LRS4u).  For a detailed view of the OU locations please refer to the map at the bottom of this application form. |   **Contact telephone numbers (including STD code).** **If appointed, a telephone number will need to be released to your students. If you are appointed, you will be allocated a Skype for Business number that you should add to your contact information on your Employee File on joining the University, so that this can be released to students. The telephone numbers below will only be used to contact you with your permission.** | | | | | | | | | | | | |
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| **Day** |  | | **Eve** | |  | | | **Other** | |  | | |
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| **Email** |  | | | | | | | |  | | | |
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| **Alternative email** |  | | | | | | | |  | | | |

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| **Please indicate if you have a LinkedIn Profile** [**here**](https://forms.office.com/r/jG2SV5crGC)**.** We may use this to contact you about other Associate Lecturer vacancies. |

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| **APPLICATIONS TO THE PRE-REGISTRATION NURSING PROGRAMME**   |  |  | | --- | --- | | Please state your professional Nursing and Midwifery Council (NMC) registration number. |  | |  | | | Please state the date your current registration will expire. |  | |

**Section C: Education**

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| Give details of your Higher Education and of any additional studies you have undertaken as a full-time or part-time student. Please give full details of examination classification or marks, style and classification of degrees or diplomas, and specialisations. List your most recent study first and use the continuation form at the end of the application if necessary. | | | | | |
| Dates (month/year)  From To | | Institution of Higher Education | Subjects taken | Qualifications gained | Full/part time |
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| Please state grade of membership of any professional or regulatory bodies together with dates of election. |
|  |

**Section D: Employment History**

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| --- | --- | --- | --- | --- |
| Give details of all your relevant employment, starting with your most recent job. Use the continuation sheet at the end of this application form if necessary. Associate Lecturer posts should be listed in the next table. | | | | |
| Dates (month/year)  From To | | Employer and/or institution in which employed | Position held, duties and responsibilities | Full/part time |
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| If you have taught any Open University modules, please list them here and provide the dates when you were employed | |
| Module e.g. *XYZ123* | Dates taught *e.g. Nov 2002 to April 2009* |
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| **Section E: Generic Person Specification**  Please provide details and evidence of how you meet **each of the bullet points** in the generic person specification found in the advert. You should also include details of other experience that may be relevant to your application, including any unpaid work. Use up to 1,200 words to complete this section. | | | |
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| **Section F** – Please provide details and evidence of how you meet the bullet points in the advert which are additional to the generic person specification. Use up to 1200 words in this section.  If relevant include details of where you have taught in this area before in a formal education or professional setting, outlining specific areas. |
|  |

**Section G: References and Declaration**

**REFERENCES** Please give the names and addresses of two referees who would be prepared to give an opinion on your academic and/ or professional experience for the post/s in question.

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| 1 Relationship: | |  | 2 Relationship: | |
| Name: | | Name: | |
| Address: | | Address: | |
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| Postcode: |  | Postcode: |  |
| Phone number: |  | Phone number: |  |
| Fax: |  | Fax: |  |
| Email: |  | Email: |  |
| Can we contact this referee before interview?  Yes  No | | Can we contact this referee before interview?  Yes  No | |

|  |
| --- |
| If you are offered a position, please note it is University policy that any written offer of employment will be subject to receipt of satisfactory references. |
| I certify that the above information is correct, and I agree that The Open University may take reasonable steps to verify this information (e.g. by obtaining proof of qualifications). I understand that The Open University will process and retain personal information contained in this form for purposes connected with my application or my health and safety while on premises used by The Open University, my employment record if appointed, and any statistical analysis.  For further information on how The Open University uses personal data, please see the [Staff, workers and applicants Privacy Notice](https://www.open.ac.uk/about/main/strategy-and-policies/policies-and-statements/website-privacy-ou).  The work of Associate Lecturers may in some cases involve supporting students who are under 18 or who are adults at risk/ protected adults (Scotland). I confirm that I know no reason why I should not teach a student from either of these vulnerable groups.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Signed/name |  |  | Date |  | | | |

You have the right under data protection legislation to a copy of information held about you (the right of ‘subject access’). You can obtain this information by writing to the Data Protection Co-ordinator, The Open University, PO Box 497, Walton Hall, Milton Keynes MK7 6AA. **Do not use this address to return your application form.**

**Please indicate here if you have used the continuation sheet**

**\*IMPORTANT You must complete the equal opportunities form below for us to process your application\***

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| |  | | --- | | EQUAL OPPORTUNITIES MONITORING FORM  The Open University is striving to be an equal opportunities employer.  We have an equality scheme, the aim of which is to ensure that no job applicant receives less favourable treatment on irrelevant grounds (e.g. sex, race, colour, ethnic or national origins, age, disability, religious, sexual orientation or marital status), nor is disadvantaged by conditions or requirements which cannot be shown to be justified and relevant to the job.  In order to ensure that this policy is carried out, it is necessary for us to have some means of monitoring our recruitment and selection activity. Only by such measures will we be able to identify potential sources of discrimination and take remedial action. For this reason alone, we would be most grateful if you would answer some questions using the link “Equal Opportunity Questionnaire” below  This information will be treated as strictly confidential and will be used for statistical monitoring only. To carry out this approach we need your assistance and would be grateful if you would provide the information requested; none of this information will be seen or used during the selection process.  **Link:** [**Equal Opportunity Questionnaire**](https://forms.office.com/Pages/ResponsePage.aspx?id=VdQuDq-WAEG-06jl_ZgWhY2N30JJEzxEnnMwr49-rvNUNk9LTEVSUENXTFBYSFpXVTRIS1JPN0pURyQlQCN0PWcu)  **Please be advised that the above questionnaire must be completed before submitting your application form.**  **Now that you have completed the application form, please e-mail it to**  [**AL-Applications@open.ac.uk**](mailto:AL-Applications@open.ac.uk)  **Please include the module code in the subject header of the e-mail.** | |

Continuation Sheet

Please insert in the box below any additional information relevant to your application. You may wish to include particulars of the main areas in which you have undertaken research with details of published work, contributions to learned societies and membership of advisory committees. Do not include CVs as these will not be considered in the selection process.

OU Nations and Locations

