

Application for Employment

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|--|-------------------------------------|
| Have you worked at the Open University before? | If yes what was your Staff ID/OUCUN |
| Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Vacancy Details: | |
| Ref(s). | |
| Job Title(s) | |
| For internal applications: | |
| Staff Number | |

Personal Details

| | | |
|--|---|----------------|
| Title | Surname / Family Name | First Name (s) |
| | | |
| Home Address | | |
| | | Post Code |
| | | |
| Preferred Contact Number | Other Contact Number | Email Address |
| | | |
| Nationality (applicable to all applicants) | Are you eligible to work in the UK? | |
| | Yes <input type="checkbox"/> No <input type="checkbox"/> Further information about what documents are required of proof of eligibility can be found on our employment website: http://www.open.ac.uk/about/employment/eligibility-to-work-in-the-UK | |

| | |
|---|--|
| How much notice is required by your present employer? | |
| Where did you see this vacancy advertised? | |

References

Please give below the names and addresses of people to whom we may apply for information about your work experience and indicate your relationship to the referee. For academic roles three referees should be provided, for all other roles please provide details of one referee who must be your most recent or current employer (if previously employed). If you have just left school/college, you may supply details of your Head Teacher/Principal.

| 1. Most recent/current Employer: | | 2. Relationship: | | 3. Relationship: | |
|---|---|---|---|---|---|
| Name | | Name | | Name | |
| Address | | Address | | Address | |
| Post code | | Post code | | Post code | |
| Phone | | Phone | | Phone | |
| Mobile | | Mobile | | Mobile | |
| Email | | Email | | Email | |
| Can we contact this referee before interview? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Can we contact this referee before interview? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Can we contact this referee before interview? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

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, at least until the most current employer reference is received and deemed satisfactory.

| | |
|---|--|
| If any referee knows you by a different surname please give details | |
|---|--|

Disclosure of criminal convictions

To apply for a job at the Open University you must tell us about any unspent criminal convictions you have.

When applying for certain jobs, you will also need to declare spent criminal convictions, pending charges/current police investigations, bind overs, warnings and cautions or reprimands. (See item 2 below)

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.

If you disclose a conviction, it doesn't necessarily mean that we will not consider and appoint you. Our main consideration will be whether the offence would make you unsuitable for the type of work you are applying for.

1. Please read carefully the notes in this section and enter any unspent convictions below (further information regarding rehabilitation periods are available from <http://www.open.ac.uk/about/employment/disclosure-of-criminal-convictions>).
2. Certain jobs are exempt from the Rehabilitation of Offenders Act 1974. This means that you must also state 'spent' criminal convictions, pending charges/current police investigations, bind overs, warnings and cautions or reprimands if you are applying for a job where there is likely be regular contact with under 18 year olds and other vulnerable groups. There may be other specified jobs that are also exempt from the Act – where this is applicable it will be indicated in the job advert and/or the accompanying recruitment information. A Disclosure and Barring Service disclosure will be required for all these posts that fall into this category where an applicant is offered the position.

Do you have any criminal convictions to declare? Yes No

If **yes**, please complete the section below:

| Offence | Date of Conviction | Sentence |
|---------|--------------------|----------|
| | | |
| | | |
| | | |

Further information in relation to any conviction may be required at interview.

I certify that the above information (and any further information enclosed) 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 the personal information contained on this form for purposes connected with my application or my health and safety while on the premises, 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.

| Name | Date Completed |
|------|----------------|
| | |

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.*



Please ensure that you return the completed application form including the attached Equal Opportunities monitoring form (which must have your date of birth completed in order that your application can be progressed) to the email address shown on the advertisement.

Please now complete the **Equality Opportunities Form** in the section below.

External Applicants Only

Equal Opportunities Form

The Open University is an equal opportunities employer.

We have an equal opportunities policy, 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 the following questions.

On receipt, the monitoring form will be separated from the application form and securely stored. It 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.

Section 1

| Date of Birth | Family Name or Last Name | First Name (s) |
|----------------------|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |



This information must be provided to carry out our administration procedures; however it will not be used during selection processes.

Section 2

Please select one of each of the following sections which best describes you

| | | |
|-------------------------------|---|---|
| Gender | Disability: Do you consider yourself disabled? | |
| Male <input type="checkbox"/> | Female <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> I prefer not to say <input type="checkbox"/> |



Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Section 3

Religion or belief (Please describe your religion or belief)

| | | | | | |
|-------------|--------------------------|---|--------------------------|-----------|--------------------------|
| No religion | <input type="checkbox"/> | Christian – Church of Ireland | <input type="checkbox"/> | Sikh | <input type="checkbox"/> |
| Buddhist | <input type="checkbox"/> | Christian – Methodist Church in Ireland | <input type="checkbox"/> | Spiritual | <input type="checkbox"/> |

| | | | | | |
|--|--------------------------|--------------------------------|--------------------------|--|--------------------------|
| Christian | <input type="checkbox"/> | Christian – Other Denomination | <input type="checkbox"/> | Other religion or belief – please state (optional) | |
| Christian – Church of Scotland | <input type="checkbox"/> | Hindu | <input type="checkbox"/> | | |
| Christian – Roman Catholic | <input type="checkbox"/> | Jewish | <input type="checkbox"/> | | |
| Christian – Presbyterian Church in Ireland | <input type="checkbox"/> | Muslim | <input type="checkbox"/> | I prefer not to say | <input type="checkbox"/> |

Section 4

| Ethnic Origin | | | | | |
|------------------------|--------------------------|--------------------------------------|--------------------------|---------------------------------|--------------------------|
| White British | <input type="checkbox"/> | Asian or Asian British – Bangladeshi | <input type="checkbox"/> | Mixed – White & Asian | <input type="checkbox"/> |
| White English | <input type="checkbox"/> | Asian or Asian British - Chinese | <input type="checkbox"/> | Mixed – White & Black African | <input type="checkbox"/> |
| White Irish | <input type="checkbox"/> | Asian or Asian British – Indian | <input type="checkbox"/> | Mixed – White & Black Caribbean | <input type="checkbox"/> |
| White Scottish | <input type="checkbox"/> | Asian or Asian British - Pakistani | <input type="checkbox"/> | Other Mixed background | <input type="checkbox"/> |
| White Welsh | <input type="checkbox"/> | Other Asian Background | <input type="checkbox"/> | | |
| Irish Traveller | <input type="checkbox"/> | | | Arab | <input type="checkbox"/> |
| Other White background | <input type="checkbox"/> | Black or Black British - African | <input type="checkbox"/> | Gypsy or Traveller | <input type="checkbox"/> |
| | | Black or Black British - Caribbean | <input type="checkbox"/> | Other Ethnic Group | <input type="checkbox"/> |
| Not Known | <input type="checkbox"/> | Other Black background | <input type="checkbox"/> | | |
| I prefer not to say | <input type="checkbox"/> | | | | |

Section 5

| Sexual Orientation (Please describe your sexual orientation) | | | | | | | | | | | |
|--|--------------------------|-----------------------------------|--------------------------|---|--------------------------|---|--------------------------|----------------------|--------------------------|---------------------|--------------------------|
| Towards people of a different sex (straight) | <input type="checkbox"/> | Towards men of the same sex (gay) | <input type="checkbox"/> | Towards women of the same sex (lesbian) | <input type="checkbox"/> | Towards people of both sexes (bisexual) | <input type="checkbox"/> | Other (e.g. asexual) | <input type="checkbox"/> | I prefer not to say | <input type="checkbox"/> |

Section 6

| Community Background (N.B. This question is only for employees (and applications for vacancies) in Northern Ireland) | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|-------------------|--------------------------|---------------------|--------------------------|
| Protestant community | <input type="checkbox"/> | Roman Catholic community | <input type="checkbox"/> | Neither community | <input type="checkbox"/> | I prefer not to say | <input type="checkbox"/> |