

**EMPLOYMENT APPLICATION FORM** (Complete in block caps)

Application for the post of:  
Where did you see the advert for this post?

**PERSONAL DETAILS**

Surname: \_\_\_\_\_ First Names: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Post Code: \_\_\_\_\_  
Tel (Preferred): \_\_\_\_\_ (Secondary): \_\_\_\_\_  
Email: \_\_\_\_\_  
Do you require a Work Permit to work in the UK? YES/NO  
If YES, please provide further details and/or copies of documentation:

**EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**

For Academic and Related posts please provide details of qualifications of degree standard and above only.

From	To	Name of Institution	Qualifications and Grade/Class
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**PRESENT EMPLOYMENT**

Name of Employer	From	Salary and Next Increment Date	Job Title	Notice Required
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## REFEREES

Please state the names and addresses of two persons from whom references may be requested. One must be your present or previous employer if not currently employed, and the other must know you in a work related or educational capacity (e.g. supervisor or tutor) and be able to comment on your aptitude for the post.

**Referees are normally contacted prior to interview. Please tick the box(es) if you wish us to seek your prior approval before making this contact.**

1. <input type="checkbox"/>	2. <input type="checkbox"/>
Name:	Name:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Tel:	Tel:
E-mail:	E-mail:

## CRIMINAL CONVICTIONS AND CAUTIONS

All applicants invited for interview will be required to declare if they have any unspent criminal convictions or any criminal proceedings pending against them. Spent convictions must also be declared for certain occupations, such as those involving work with children or vulnerable groups.

TNP reserves the right to require a criminal records check (Disclosure) from the Criminal Records Bureau before an appointment is confirmed. Posts that require Disclosure will be identified as such on the recruitment material.

Having a criminal record will not necessarily debar you from working for TNP. This will depend on the nature of the offence and its relevance to the post in question.

## DECLARATION

Canvassing of staff of TNP directly or indirectly, will disqualify your application. The appointment will be subject to satisfactory evidence of medical fitness.

Information provided will be stored in electronic and manual formats and processed in accordance with the General Data Protection Regulations (GDPR).

Details of how your personal data will be processed by TNP can be found in "Privacy Statement - Job Applicants" that accompanies all advertised roles.

I certify that my replies are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements or withhold any relevant information this may result in subsequent dismissal or the withdrawal of any offer of appointment.

Signature:

Date:

Have you provided two copies of the application form, curriculum vitae and statement in support of your application? Please tick.

**PLEASE SEND YOUR APPLICATION TO: TNP InfoLab21, Lancaster University, Lancashire, LA1 4WA**