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| K:\HUMAN RESOURCES\Human Resources\Recruitment & Selection\HARTPURY%20RED%20&%20BLACK%20(RGB).jpg | | | **Postgraduate Studentship Application**    "High quality education and training for the land based industries."  Hartpury University operates an Equal Opportunities Policy | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | |
| |  |  | | --- | --- | | *Rank - 1 being most preferred* | | | **Teaching Assistant ………** | **Research Assistant ……..** |   *Should you not be successfully shortlisted for your preferred role your application will also be considered for the other roles available.*  **Please state the name of the PG Programme you are due to commence in September 2024:**  **……………………………………………………………………………………………………………………..…………..** | | | | | | | | | |
| Surname: | | | | Forename(s):  Dr/Mr/Mrs/Miss/Ms | | | | | |
| Address: | | | | Email: | | | | | |
| Post Code: | | | |
| Telephone No: (Home)  May we contact you at work? YES/NO | | | | (Mobile): | | |  | | |
| PRESENT EMPLOYMENT (If applicable) | | | | | | | | | |
| Employer’s Name and Address: | | | | | | | | | |
|  | | | | | | | | | |
| Job Title: | | | | | | Date Commenced: | | | |
| Description of Duties and Responsibilities: | | | | | | | | | |
| Current Salary? (Optional) | | | | | | | | | |
| **EDUCATION AND QUALIFICATIONS** | | | | | | | | | |
| Dates | | College/University | | | Examinations Taken | | | Grades | Date |
| From | To |
|  |  |  | | |  | | |  |  |

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| **PREVIOUS EMPLOYMENT/WORK EXPERIENCE - STARTING WITH THE MOST RECENT** | | | | | |
| Employers Name and Address | Post Held and Duties | | From | To | Reason For Leaving |
| ***Hartpury University is regulated by the National Care Standards and this requires us to establish an explanation for any gaps in employment history. Please ensure any gaps in your employment history are detailed below with dates.*** | | | | | |
|  |  | |  |  |  |
| **INTERESTS, HOBBIES, MEMBERSHIP OF SOCIETIES etc. *(Please outline briefly)*** | | | | | |
|  | | | | | |
| **RELEVANT EXPERIENCE** | | | | | |
| Please use the space below to explain why you are applying for a Postgraduate Studentship position and in particular the specific role(s) applied for. Explain how your previous work experience, skills and personal qualities would support you in being successful within this role. | | | | | |
| **ELIGIBILITY TO WORK IN THE UK** | | | | | |
| Will you require a work permit to work in the UK? Yes….🞏\* No….🞏  If you are a non-UK citizen or non-EEA national, please give details of the work permit/visa that you currently hold:  Type of Work Permit/Visa: ………………………………………………………… Expiry date: ……………………………………………..  \*If you require a work permit or visa to work in the UK, you will be required to secure this yourself before applying to work at Hartpury University. | | | | | |
| **SUPPLEMENTARY INFORMATION** | | | | | |
| Have you ever been dismissed from employment? Yes….🞏 No….🞏  If Yes, please give details | | | | | |
| Are you related to any employee of Hartpury University? YES/NO If YES, please give details:  Canvassing, either directly or indirectly, will automatically disqualify the candidate. | | | | | |
| **REFERENCES**: Please give the names of two referees who have agreed to provide a reference and who have knowledge of your work and character. One referee should be your line manager in your present or last organisation, and in the case of applicants leaving full-time education, the head of the school, college, university, etc. Internal applicants need not complete this section – please see ‘Application Form Guidelines’. In accordance with the National Care Standards, we have a duty to contact any of your previous employers, over the last 10 years, if your job involved work children, young people or vulnerable adults to check the reasons why the employment ended. If this is the case, please would you supply the appropriate referees (use an additional sheet if necessary). | | | | | |
| **Should you be shortlisted for interview, please state which of the two below referees you are happy for us to contact prior to interview?** | | | | | |
| 1. NAME:   POSITION:  ADDRESS:  POST CODE:  TEL NO.:  EMAIL:  In what capacity do you know the above? | | 1. NAME:   POSITION:  ADDRESS:  POST CODE:  TEL NO.:  EMAIL:  In what capacity do you know the above? | | | |
| Please state the website or publication where you originally saw this post advertised: | | | | | |
| **The statements made by me in this application are true to the best of my knowledge and belief.**  **Signature: Date:** | | | | | |
| Please return to: Human Resources Department, Hartpury University, Hartpury House, Gloucester, GL19 3BE.Tel: (01452) 702135 Email: human.resources@hartpury.ac.uk | | | | | |

**EQUALITY & DIVERSITY POLICY**

Hartpury University seeks to ensure that all existing and potential employees are given equal opportunities. It is committed to the elimination of unlawful or unfair discrimination on the grounds of age, caring responsibilities, disability, ethnic origin, family circumstances, gender, marital status, nationality, political belief, race, religion or belief, sexual orientation or preference and transgender status. Hartpury University will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified. In order to help the University monitor the effectiveness of its Equality and Diversity Policy (and for no other reason), you are asked to provide the information requested below. The information is confidential and does not form part of your application.

|  |
| --- |
| **Application for post of:** |
| **Age** (please tick) 16-29 🞏 30-39 🞏 40-49 🞏 50-59 🞏 60-65 🞏 Over 65 🞏 |
| **Gender:** Male ….🞏 Female….🞏  Transgender: Do you now present full or part time in a gender role that differs from the gender assigned to you at birth?  Yes….🞏 No….🞏 Prefer not to say….🞏 |
| **Marital status:** *Please tick relevant box*  Single 🞏 Widowed 🞏 Married 🞏 Civil Partnership 🞏 Divorced 🞏 Living with Partner 🞏 |
| **How would you describe your ethnic origin?** *Please tick relevant box*     |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | White: British |  | Mixed: White & Black Caribbean |  | Chinese |  | | White: Irish |  | Mixed: White & Asian |  | Gypsy |  | | White: Other |  | Mixed: White & Black African |  | Any other background (please state)  Please state ……………………………..  ……………………………………………….. |  | | Asian or Asian British |  | Mixed: Other |  | | Asian or Asian British: Indian |  | Black or Black British |  |  |  | | Asian or Asian British: Pakistani |  | Black or Black British: Caribbean |  |  |  | | Asian or Asian British:  Other |  | Black or Black British: Other |  |  |  | |
| **How would you describe your religion or belief?** *Please tick relevant box* (completion of this section is voluntary)  Buddhist 🞏 Christian 🞏 Hindu 🞏 Jewish 🞏 Muslim 🞏 Sikh 🞏 No Religion 🞏  Other (please specify) |
| **Do you have any specific needs or requirements in respect of your religious beliefs?** If YES, please give details:  Yes….🞏 No….🞏 |
| **Sexual Orientation** *Please tick relevant box* (completion of this section is voluntary)  Gay 🞏 Lesbian 🞏 Heterosexual 🞏 Bi-sexual 🞏 Questioning 🞏 |
| **Do you consider yourself to be disabled?** *Please tick relevant box* Yes….🞏 No….🞏  If YES, please give details below stating any specific needs or requirements that you may have in respect of your disability:  Under the Equalities Act 2010 you are disabled if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities. |
| **Other**  Please comment on any other aspects of equality/diversity you feel are relevant (e.g access, diet) |

**DETAILS OF CRIMINAL CONVICTIONS/OFFENCES/CONDUCT**

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Please list **all** convictions or offences that aren’t deemed as ‘protected.’ Certain criminal convictions may affect eligibility for employment with the College. Failure to disclose information or provide inaccurate information will also affect your eligibility for employment.

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| --- |
| **Position for which you are applying:** |

|  |  |
| --- | --- |
| **Title:**  Mr / Mrs / Miss / Ms / Dr | **Address:** |
| **Surname:** |  |
| **Forename(s):** |  |
| **Previous/Other Name(s):** |  |
| **Sex:** Male 🞏 Female 🞏 |  |
| **Date of Birth:** | **Place of Birth:** |

1. Do you have any cautions (including any final warning or reprimands) or convictions which are not ‘protected’ as defined by the amended Exceptions Order 1975 to the Rehabilitation Offenders Act 1974? If so please state below.
2. Are there any other matters that may be relevant to your suitability to work for the College? (There is no obligation to disclose a protected caution or conviction as defined by the amended Exceptions Order 1975 or any circumstances ancillary to that protected caution or conviction).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of**  **Conviction** | **Nature of Summons / Charge**  **Caution / Allegation** | **Court** | **Sentence or Order** | |
|  |  |  |  | |
| **IF YOU HAVE NO CONVICTIONS OR OFFENCES, PLEASE WRITE ‘NONE’** | | | | |
| Are you or have you ever been disqualified from working with children or vulnerable adults (i.e. are you registered on List 99) or subject to any sanctions imposed by any related regulative body (e.g. General Teaching Council)? | | | | **YES\* / NO** |
| \* If you answered ‘YES’ to the above question, please provide full details (continue on separate sheet if necessary). | | | |  |

I agree that the Disclosure and Barring Service (DBS) may disclose to Hartpury University previous convictions and offences that I may have they aren’t deemed as ‘protected’. I understand that the DBS will reveal certain spent and current convictions and cautions. I declare that the information I have given is accurate.

**Signed: .................................................................................. Date: ..................................**