

Additional Information

Name Post Applied For:

Two Ticks

The University has been awarded the Two Ticks scheme by JobCentre Plus, as we have agreed to take action to meet five commitments regarding the employment, training and career development of disabled people. Therefore we will guarantee an interview to anyone who is disabled or has an impairment whose application meets all the essential criteria that can be measured from the application form. 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 and must be expected to last for 12 months or more.'

Please tick if you have a physical or mental impairment that is covered by the definition above.

Any false declaration of a disability in order to obtain an interview may subsequently result in any offer of employment being invalidated.

Access Requirements and Facilities

Please give details of any arrangements or facilities you may require to enable you to attend for interview for the post for which you are applying (e.g. sign language interpreter, level access, etc). The University works closely with the Employment Service to provide facilities and support for disabled people in employment.

.....
.....
.....
.....

Disclosure

Disclosure is a process run by the Criminal Records Bureau to help organisations make more informed recruitment decisions about the suitability of those seeking to work in positions of trust, particularly for work including regular contact with children or other vulnerable members of society.

The job description supplied will confirm whether a Disclosure is required for the post for which you are applying. If a Disclosure is required a criminal record will not necessarily be a bar to obtaining a position and Disclosure information will not be used unfairly.

More information on Disclosure can be found at www.disclosure.gov.uk

Recruitment Monitoring

The University is keen to ensure that our recruitment policies are effective. We need to collect Equal Opportunities information, in some cases this is required by law. This helps us to shape our work and is an important tool for us.

This information is collected and kept confidentially and does not identify candidates at any point in the recruitment process. This information will not be used by those involved in the selection process and it is for statistical purposes only.

Complaints

If you feel that you have been treated in an unfair or unlawful way, at any stage of your application, you should contact the Director of Personnel Services.

Please use this side to continue to provide any further information you feel is relevant to your application.