



**Office Address:**  
**Office 37**  
**Latton Bush Centre**  
**Harlow**  
**CM187BL**  
**Tel 01279 639442**  
**Email: info@iss.org.uk**

## Job Application Form

This form may be photocopied. Please type or write clearly in black ink. Candidates may attach a statement in support of their application to this form should they wish.

When completed this form should be returned to Integration Support Services Office 37, Latton Bush Centre, Harlow, CM187BL, or via email to info@iss.org.uk please mark as confidential.

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Application for the post of:

Where did you see the advertisement? .....  
(If you saw the advertisement on a website, please indicate the name of the site)

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First Name(s) (BLOCK CAPITALS) .....

Preferred Title

Surname (BLOCK CAPITALS) ..... (e.g. Mr/Ms/Mrs/Miss/Dr) .....

Address for Correspondence .....  
(BLOCK CAPITALS)

..... Post Code .....

E-mail Address: .....

Telephone number: (Daytime) ..... (Home) .....

Do you require a work permit to take up this appointment?	Yes/No
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For ISS Use Only

Application Number \_\_\_\_\_

**Secondary Education**

School	From	To	Qualifications gained stating subjects, grades and dates

**Further/Higher Education**

(Include information on undergraduate and postgraduate degrees, diplomas, evening and correspondence courses)

University/College	From	To	Full or part-time	Qualifications and classifications of degree (if applicable). State also if Honours or Ordinary and give dates awarded. Also include any other awards.

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**Professional qualifications (include grade of membership and date of award)**

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**Details of other vocational or technical courses, not included above, along with any apprenticeship/  
training in a trade or profession and dates**

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**Employment**

Please give details of all previous employment starting with your present (or most recent) employer. You may wish to include in the statement of support of your application a brief summary of your main duties and responsibilities.

**Present/most recent employment**

Dates From/To	Employer's Name, Address and nature of business	Job Title	Reason for Leaving

Notice Period required .....

Please state current salary or most recent salary if not currently employed .....

**Previous Employment**

<b>Dates From/To</b>	<b>Employer's Name, Address and nature of business</b>	<b>Job Title</b>	<b>Reason for Leaving</b>

Please Continue in a separate Sheet if necessary

**Statement In Support Of Your Application**

You should attach a separate statement in support of your application. This should provide further information you may feel relevant to your application, concentrating on the extent to which you match the requirements of the person specification. Please see guidance notes for job applicants.

**References**

Please give below the details of two people from whom we can obtain references, at least one of whom should be your present or most recent employer.

<b>Name</b>			
<b>Position</b>			
<b>Tel No</b>			
<b>Email address</b>			
<b>Address</b>			
<i>Please tick box to your right if you do not wish Referee 1 to be contacted until you have been notified</i>		<i>Please tick box to your right if you do not wish Referee 2 to be contacted until you have been notified</i>	

Please note that when we contact referees we will request information on your attendance and health record over the last two years.

**Criminal Convictions**

Please give details below of any unspent criminal convictions. This information is required to enable Integration Support Services to assess whether the conviction(s) presents grounds for not taking your application further.

Where we consider that the conviction(s) is not relevant to your application, we will disregard it.

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I hereby certify that to the best of my knowledge the details given in this form are correct. I understand that in the event of my being offered employment with the University, any proven falsification, or concealment of any material fact in respect of my application may lead to the University withdrawing the offer of employment if employment has not yet commenced or disciplinary action and dismissal if employment has commenced.

Signature ..... Date.....