|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref No** |  | **Post Details** | |  | |
| **Initials of First Name** | |  | **Surname** | |  |

**References**

## Please give details of two referees, one of whom should be your most recent Employer. Additionally, you must also give details of your current HR Department. Referees should not be related to you. Unless indicated otherwise we may contact your referees at an appropriate stage in the recruitment process. All references will be contacted if you are successful in your application. It is a requirement of all offers of employment that your current or most recent employer is contactable for reference.

**Present/Most Recent Employer**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **In what capacity do you know this referee** | |  | | | **May we approach before interview**? | | Yes  No |
| **Job Title of referee** | |  | | | | | |
| **Name** | |  | | | | | |
| **Name and address of organisation** | | |  | | | | |
|  | | | | | | | |
|  | | | | **Postcode** | |  | |
| **Telephone** |  | | | **Mobile** | |  | |
| **Email** |  | | | **Fax** | |  | |

**Second Referee**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **In what capacity do you know this referee** | |  | | | **May we approach before interview?** | | Yes  No |
| **Job Title of referee** | |  | | | | | |
| **Name** | |  | | | | | |
| **Name and address of organisation** | | |  | | | | |
|  | | | | | | | |
|  | | | | **Postcode** | |  | |
| **Telephone** |  | | | **Mobile** | |  | |
| **Email** |  | | | **Fax** | |  | |

**Current HR Department**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **In what capacity do you know this referee** | |  | | | **May we approach before interview?** | | Yes  No |
| **Job Title of referee** | |  | | | | | |
| **Name** | |  | | | | | |
| **Name and address of organisation** | | |  | | | | |
|  | | | | | | | |
|  | | | | **Postcode** | |  | |
| **Telephone** |  | | | **Mobile** | |  | |
| **Email** |  | | | **Fax** | |  | |

**Employment (Please start with present/most recent)**

If table is full please continue on a separate sheet as an attachment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current Salary (present only)** |  | **Period of notice** |  | |
| **Employer** | **Dates**  **(from – to)** | **Position Held** | | **Reason for leaving** |
|  |  |  | |  |

**Education & Qualifications** (most recent history first)

For academic posts please provide details of all learning and teaching qualifications awarded. This includes Higher Education Academy (HEA) status, if applicable.

If table is full please continue on a separate sheet as an attachment

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Institution** | **Dates**  **From-To** | **Level** | **Grade** |
|  |  |  |  |

**Professional Membership / Qualifications**

(Please include HEA status, if relevant)

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Dates**  **From-To** | **Level** |
|  | **If table is full please continue on a separate sheet as an attachment** |  |

## Training (Most Recent First)

If **table** is full please continue on a separate sheet as an attachment

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of Institute** | **Dates**  **From-To** | **Course Title** | **Grade** |
|  |  |  |  |

|  |
| --- |
| **Additional Information in Support of Application**  Please refer to the Person Specification and Job Details in order to provide relevant examples of evidence to highlight your skills, knowledge and abilities. For academic posts, please also provide details of any publications. (Continue on a separate sheet if required) |
|  |

If table is full please continue on a separate sheet as an attachment. **Do not write past the bottom line of this box**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |