

## CONTENTS

[About the University of Exeter](#)

[About the School or Service](#)

[Job description and person specification](#)

[Additional Information \(including application procedure and closing date\)](#)

[Application form and equal opportunities monitoring form](#)

August 09

Dear Sir/Madam

### **Associate Teaching Fellow – School of Arts, Language and Literatures (Ref. P27N2257)**

Thank you for your enquiry regarding the above vacancy. I have enclosed an application pack as requested and would ask you to forward your completed application by the closing date of **12 noon on 21<sup>st</sup> August 2009**. The vacancy reference number (**P27N2257**) should be quoted in any correspondence or enquiry. If you require confirmation of receipt of your completed application you should complete and return the acknowledgement letter contained within the application pack, along with a stamped addressed envelope.

May I take this opportunity to highlight that the University normally contacts referees for short listed applicants prior to interview without further advice to applicants.

The University is committed to a policy of Equal Opportunities. In order to monitor this process I have enclosed an Equal Opportunities Monitoring Form. After reading this form carefully, please return it completed with your application.

Applicants should forward **five copies** (or if posted overseas, 1 copy in a format suitable for photocopying) of the following documents:

- The application form giving details of your qualifications and experience; and
- Your CV if applicable; and
- Equal Opportunities Monitoring Form (**one copy only**);

To Nela Kapelan, SALL Research Administrator, Room 254, Queen's Building, University of Exeter, Queen's Drive, Exeter EX4 4QH

Alternatively, should you wish to email your application, you can download an application form from the jobs page on our website at <http://www.admin.ex.ac.uk/personnel/howapply.htm>. Please send your completed email application to me at [N.Kapelan@exeter.ac.uk](mailto:N.Kapelan@exeter.ac.uk).

Thank you for your interest in this vacancy.

Yours faithfully

Philippa Jackson  
Recruitment Team Leader

---

Recruitment Team Leader  
Philippa Jackson  
Tel (01392) 725022  
Email [p.c.jackson@exeter.ac.uk](mailto:p.c.jackson@exeter.ac.uk)  
Fax (01392) 263414

Recruitment Administration Assistants:

Emma Ransom	(01392) 263411	<a href="mailto:e.l.ransom@exeter.ac.uk">e.l.ransom@exeter.ac.uk</a>
Sue Turner	(01392) 263412	<a href="mailto:s.e.turner@exeter.ac.uk">s.e.turner@exeter.ac.uk</a>
Helen Gough	(01392) 264538	<a href="mailto:h.r.gough@exeter.ac.uk">h.r.gough@exeter.ac.uk</a>

Exeter is one of the UK's most popular and successful universities with campuses in Exeter, Devon, and near Falmouth in Cornwall. Students and staff enjoy some of the finest campus environments in the UK. The South West counties of Devon and Cornwall boast an unrivalled mix of city life, countryside and coastline.

Exeter is ranked in the Top 20 out of more than 100 UK universities in all the published league tables – we are currently 9th in The Times (2009), 14th in The Guardian and in The Sunday Times (2008). The University scores highly for student satisfaction, completion rates, and for students achieving good honours degrees (Firsts or 2:1s). It has been shortlisted for the Sunday Times University of the Year Award more times than any other university and has won three Queen's Anniversary Prizes. Exeter is now the highest ranked university in the South West. Exeter's rise has been driven by high student satisfaction, as measured by the National Student Survey, and highly intensive world class research.

A research-led institution, Exeter maintains the traditional British university values of scholarship and high quality teaching, alongside new technology and innovation.

Under the leadership of Professor Steve Smith, who was appointed Vice-Chancellor in 2002, the University has invested heavily in new academic appointments and facilities. The University is near to completing a £140 million investment programme and has plans to spend a further £277 million on facilities over the next decade.

The University traces its origins to the middle of the 19th Century and has gone through several stages of development. The Royal Albert Memorial College was opened in 1900. A University College of the South West was established in 1922 and full university status granted in 1955. The St Luke's campus began life in 1854 as a theological college and developed into teacher education before becoming part of the University in 1978.

Exeter has 14,000 students of whom 3,500 are postgraduates. The Peninsula Medical School, a partnership between the Universities of Exeter and Plymouth and NHS, was opened in 2002 and its first students graduated this year. A new £28 million Peninsula Dental School opened in October 2007 – the first new dental school in the UK for 40 years. The £100 million Cornwall Campus opened in 2004 and offers environmental programmes, law and the arts.

Exeter's sports facilities and performance are among the best in the country. Internationally, Exeter has links with 150 universities around the world and in 2007 it opened an office in Dubai.

The University offers an exceptionally wide range of opportunities for its students to develop through both academic and management training, one of the UK's largest student volunteering programmes, pre-teacher training and a world-wide network of study abroad opportunities.

### **Research excellence**

Whilst all institutions are still trying to digest and interpret the results of the 2008 Research Assessment Exercise it is clear that Exeter performed outstandingly well.

The University submitted 95% of all of its eligible staff into the RAE, putting Exeter in the Top 10 for research intensity.

In terms of quality profile, almost 90% of our research achieved internationally recognised levels and every subject was assessed as including world-leading (4\*) research. Exeter is now comfortably a modal 3\* institution and ranked by the Times Higher as being within the Top 20 for its share of 3 and 4 star research outputs.

When quality profile and intensity are combined Exeter ranks 15th in the UK for research excellence (according to The Times newspaper) and with 16 of our 31 subjects ranked in the Top 10 and 27 in the Top 20, The Times Higher described Exeter as one of the "rising stars among research-intensive institutions".

Exeter is leading a groundbreaking £14m research partnership of South West universities, including Bristol and Bath, to boost research in areas of economic importance to the region, through the creation of 130 PhD

studentships, supported by 20 new Research Fellows and the establishment of a South West Postgraduate Training Network. Exeter continues to receive significant funding from the Research Councils. It is in the top 12 UK universities for receipt of research awards from the Arts and Humanities Research Council and in the top 15 for awards from the Economic and Social Research Council

### **Teaching excellence**

The University offers a high quality student experience, thanks to its emphasis on strong academic support, student employability and personal development, and on continuously improving the academic and social environment. Exeter is among the best universities in the UK for student satisfaction according to the National Student Survey: for three years running, we have been ranked in the top 10 in the Times Higher satisfaction league table, which is based on ratings across all six aspects of teaching quality. In the latest 2007 survey Exeter is 4th in the list of traditional universities and 7th overall.

Exeter is also in the top 10 for student retention with just 3% of full-time first year undergraduates not continuing their studies. The high quality student experience is reflected in a loyal and committed band of alumni currently some 58,000 strong, many of whom continue to help the development of the current generation of students.

Amongst traditional research-led universities, Exeter offers an exceptionally wide range of opportunities for its students to develop personally and professionally, from management training to business placements, one of the UK's largest student volunteering and pre-teacher training programmes to a world-wide network of study abroad opportunities.

### **The University's Work with Business**

Staff in all disciplines are encouraged to build partnerships with external organisations to enhance and support their teaching and research and to act entrepreneurially in order to develop commercially relevant intellectual property, consultancy and professional development services. Income from business and other sources has increased to £20 million and each year over 1,000 projects are undertaken.

The University's Innovation Centre is home to a number of high technology businesses and provides a dedicated support team helping academic staff and students to link their knowledge and experience to communities of practice and the business world. Phase 2 of the Innovation Centre was completed in 2007 bringing total investment to nearly £10 million. The University is working with a range of partners to build a science park for Exeter which is due to open in 2011.

### **The University's campuses**

The University has three campuses, two in Exeter and one in Cornwall.

- Exeter. The Streatham campus, the University's largest site in Exeter, is built around a country estate overlooking the city and is readily acknowledged as one of the most beautiful in the country. A Registered Botanic Garden, the Streatham campus was described by The Times as the 'best-gardened campus in Britain' and by The Independent as having a 'sublime' setting. The St Luke's campus is just over a mile away across the city and is 10 minutes' walk from the city centre. Students of Education and Exercise and Sport Sciences study here, and it is also the Exeter base of the Peninsula Medical School.
- Cornwall. The University's third campus near Falmouth in Cornwall (officially known as Tremough) opened in September 2004. This stunning new £100m campus, which is shared with University College Falmouth, offers the very latest in academic, research and residential facilities, designed to meet the expectations of students and staff in the 21st century. This investment is part of the Combined Universities in Cornwall (CUC), a multi-million pound EU-funded partnership initiative aimed at expanding higher education opportunities in Cornwall and bringing about a sustainable step change in the development of the Cornish economy.

### **Facilities**

Employees of the University are entitled to use the extensive sports facilities [www.sport.ex.ac.uk/](http://www.sport.ex.ac.uk/) and the library. There is a bank, mini-supermarket and bookshop on the site.

Ample car parking is available on both our Exeter and Cornwall campuses, for further information visit [www.ex.ac.uk/about/parking](http://www.ex.ac.uk/about/parking). In order to encourage alternative transport, there is a shuttle service between the nearby rail station and the Streatham Campus and discounted annual travel passes for Stagecoach buses available through salary exchange.

### **Fee Waivers**

The appointee, if suitable, may register for a higher degree of the University of Exeter and tuition fees will be waived for the period of University employment.

### **School of Arts, Languages & Literature (SALL) (<http://www.sall.ex.ac.uk/>)**

#### **The Department of English**

The Department of English, along with the Department of Modern Languages and the Department of Drama, is part of the School of Arts, Languages and Literatures (SALL). The Department of English is one of the University's strongest, a diverse and lively combination of research and teaching strengths. In RAE 2008, it was ranked first for research amongst English Departments in the UK, with 45% of its research rated world-leading (4\*). It is ranked 10<sup>th</sup> amongst English Departments in the country in the Times Good University Guide, and 8<sup>th</sup> in the Guardian University Guide. In the University's recent review of its strengths, the Department was rated very highly and will be seen as a leading area for future investment. The Department hosts the Bill Douglas Centre for the History of Cinema and Popular Culture, a unique research resource with the largest holdings outside the British Film Institute, and the Chris Brooks Collection, an archive rich in primary sources in Victorian art, architecture, literature and topography. Building on these holdings, the Department has established the Centre for Victorian Studies, which hosts international academic meetings in the field. Additionally, the Department is home to the Exeter Centre for Literatures of Identity, Place and Sustainability (ECLIPSE) in Cornwall, as well as the Centre for Southwest Writing, the Eighteenth-Century Narratives Research Consortium, and the Centre for Creative Writing and Arts Programme.

There are currently 40 full-time academic staff in the Department of English, as well as a significant number of part-time tutors and teaching assistants. The Department has ten professors – Gagnier, Groom, Kendall, MacLean, McNeillie, McRae, Neale, Rylance, Spencer, and Taylor. Staff research interests (see attached list) are broad and interdisciplinary, ranging from Medieval to contemporary Anglophone literature and culture, from Renaissance political writings to contemporary theories of gender, sex, and sexuality. The School boasts an ambitious and productive research culture, with a substantial body of PhD and MA students who participate in research seminars and workshops. Staff are organised into four research groups: Medieval and Renaissance; Eighteenth Century; Nineteenth Century; and Twentieth Century, Film and Creative Writing.

Seven academic staff are based at the English Department on the Cornwall Campus, including Professors Groom and McNeillie. Cornwall-based staff participate fully in the research culture and research groups of the Department: they were part of the Department's successful RAE submission, and research intensity is sustained and supported in the same way across both campuses. In addition, English in Cornwall has developed a distinct research focus in the area of literature and place. It runs two unique MAs: the MA in English with a distinctive emphasis on literature, place and identity and the MA in Writing, Nature and Place, a new and innovative writing course led by Professor McNeillie. ECLIPSE is based on the Cornwall Campus under the directorship of Professor Groom, and hosts research such as the AHRC-funded 'Mysticism, Myth and Celtic Nationalism' project, and the interdisciplinary 'From Climate to Landscape' project enabled by the European Social Fund. In addition, the Department in Cornwall runs a single honours BA in English and combined honours degrees in English and History, and Geography and English. In 2009-10, there will be approximately 210 undergraduate students, 10 taught postgraduates and 10 research postgraduates in English in Cornwall. English in Cornwall achieved spectacular results in the 2008 National Student Survey, scoring 100% satisfaction based on a 71% response rate.

**THE POST**

**School/Service:** School of Arts, Language and Literatures  
**Post:** Associate Teaching Fellow in English  
**Reference No:** P27N2257  
**Grade:** E  
**Reporting To:** Professor Tim Kendall, Head of English

The above full-time post is available from 1 September 2009 to 30 June 2010 in the Department of English, School of Arts Literatures and Languages.

**Job Description**

**Main purpose of the job:**

The purpose of the job is to support the Department's high-quality teaching and learning, in a year in which a high number of permanent members of staff are unavailable for teaching duties. The appointee will be expected to play a full part in the undergraduate teaching programme, and the life of the Department as a whole.

**Main duties and accountabilities:**

Requirements of this job will include: ten hours of seminar teaching per week (and related marking), a small number of lectures, personal tutoring, and the standard departmental allocation of undergraduate supervision. While particular teaching allocation will be agreed depending upon the profile of the successful candidate, it is envisaged that the appointee will teach multiple seminar groups on at least two of the Department's Level One modules (Past and Present 1, Past and Present 2, Culture and Criticism 1, Culture and Criticism 2), and at least one of its Level 2 Renaissance modules ('Renaissance and Revolution', 'Desire and Power', 'Shakespeare and Renaissance Comedy').

The envisaged teaching duties are outlined above. The appointee will report immediately to module convenors, and ultimately to the Head of Department. S/he will be appointed a mentor from among the permanent members of staff.

The Associate Teaching Fellow role profile can be found at:

[http://admin.exeter.ac.uk/personnel/academic\\_paths/roleprofile\\_atf.pdf](http://admin.exeter.ac.uk/personnel/academic_paths/roleprofile_atf.pdf)

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

**Person Specification**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/Qualifications	PhD completed or near completion	
Skills and Understanding	Expertise in Renaissance English literature (c.1550-1660).	
Prior Experience	Teaching experience in higher education	
Behavioural Characteristics	Ability & willingness to contribute to courses in the School at	

	undergraduate level	
--	---------------------	--

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Prof. Tim Kendall, Head of Department, telephone (01392 264343) or email [t.kendall@exeter.ac.uk](mailto:t.kendall@exeter.ac.uk).

Candidates will be invited to interview on 25 August by e-mail and they should have available a sample of their writing to submit electronically at that time.

### **Additional Information Relating to the Post**

#### **Salary**

Salary will be £24,152 per annum on Grade E, subject to knowledge, skills and experience.

#### **Hours of work**

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

#### **Annual Leave**

The annual leave entitlement for full-time appointments is 41 days per calendar year. For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml> for more information.)

#### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

#### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

#### **Right to Work in the United Kingdom**

If you do not have the right to work in the UK, this appointment will be subject to the University successfully obtaining a Certificate of Sponsorship under the UK's Points Based System for migrant workers and to you obtaining Entry Clearance/Leave to Remain.

For further information, see the links to the UK Border Agency and UK Visas websites at [http://admin.exeter.ac.uk/personnel/international\\_staff/pointsbasedsystem.shtml](http://admin.exeter.ac.uk/personnel/international_staff/pointsbasedsystem.shtml). In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

#### **Terms & Conditions**

The terms and conditions of employment will be as summarised in the attached Statement of Main Terms or otherwise as determined by reference to the usual practice at the University.

#### **Pensions**

You are eligible to join the Universities' Superannuation Scheme (USS), provided that you meet the qualifying criteria for membership. The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. Subject to meeting the eligibility criteria, staff will automatically become members unless they opt out in accordance with the rules of the scheme and employee contributions will be taken from your pay. The USS is a contracted-out scheme and the employee's contribution is 6.35% of gross salary. If you wish to opt out of the Scheme, you should contact the Pensions Manager, Mrs Alison Rose (01392 263088/email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)) for further information and to complete the necessary documentation.

The University now operates a Pension Salary Exchange scheme. Under the rules of the scheme, new employees who become members of the pension scheme become eligible to participate in Pension Salary Exchange after three full calendar months of employment. This means that you will pay employee pension contributions until you have completed three full calendar months' service and then you will automatically participate in the Pension Salary Exchange scheme from the 1st of the month following this date. However,

you also have the right to opt-out of Pension Salary Exchange at any time up to the completion of three full calendar months of employment. In the event that you do not wish to participate in Pension Salary Exchange, you should request an opt-out form by contacting the Pensions Office on extension 3088 (or email [a.j.rose@exeter.ac.uk](mailto:a.j.rose@exeter.ac.uk)).

Further information about Pension Salary Exchange is available from the Personnel and Staff Development website [www.admin.exeter.ac.uk/personnel](http://www.admin.exeter.ac.uk/personnel) or from the Pensions Office

### **Relocation**

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

### **Short-listing Information**

In the interest of economy, the University does not normally write to applicants who are not short-listed for interview. Consequently, if you have not heard further from us within four weeks of the advertised closing date, please assume that you have been unsuccessful on this occasion.

### **Application Procedure and Interview Information**

The closing date for completed applications is **12 noon on 21<sup>st</sup> August 2009**.

Applicants should forward **five copies** (or if posted overseas, 1 copy in a format suitable for photocopying) of the following documents:

- The application form giving details of your qualifications and experience; and
- Your CV if applicable; and
- Equal Opportunities Monitoring Form (**one copy only**);

To Nela Kapelan, SALL Research Administrator, Room 254, Queen's Building, University of Exeter, Queen's Drive, Exeter EX4 4QH

Alternatively, should you wish to email your application, you can download an application form from the jobs page on our website at <http://www.admin.ex.ac.uk/personnel/howapply.htm>. Please send your completed email application to me at [N.Kapelan@exeter.ac.uk](mailto:N.Kapelan@exeter.ac.uk).

We expect to hold interviews in Exeter on **3<sup>rd</sup> September 2009**.

### **Equal Opportunities**

The University is committed to a comprehensive policy of equal opportunities in employment in which individuals are selected and treated solely on the basis of their relevant merits and abilities and are given equal opportunities within the University.

In making this appointment, the University Council reserves the right to consider persons other than those who have submitted applications by the closing date.

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Personnel, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.

**APPLICATION FOR EMPLOYMENT**

**POST DETAILS**

Post Title: Reference number (quoted in advertisement)  
 School/Service: Where did you see this post advertised?

**PERSONAL DETAILS**

Surname  
[CAPITALS]

Other Names:

Preferred title:

Address:

Postcode:

Telephone – Home

Telephone – Daytime:

Email address:

Date of Birth:

Nationality:

Do you have a disability\*  Yes /  No

(\*Under the Disability Discrimination Act (DDA) a disability is defined as physical, sensory or mental impairment which has, or had, a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities).

**RIGHT TO WORK IN THE UNITED KINGDOM**

Do you have the right to work in the UK?  Yes /  No

Please state if you have any connections with existing University officers or members of staff:

**EDUCATION**

School/College/University attended (please state if full or part-time)	From	To	Qualifications awarded (please state subject and grade or class and division)

**CURRENT OR MOST RECENT EMPLOYER**

Name & address of employer:

Post title:

Period of appointment – From: To:

Salary:

Length of notice you are required to give:

Brief description of duties and responsibilities:

**PREVIOUS EMPLOYMENT**

Name of Employer (please start with the most recent)	Post Held	Period of Employment	
		From	To

**MEMBERSHIP OF PROFESSIONAL BODIES**

**SPECIAL FACILITIES**

Please give details of any equipment you may have/require to enable you to carry out the post or access you may require to attend interview (if applicable) in accordance with the Disability Discrimination Act”.

**ADDITIONAL INFORMATION**

Please detail below (continuing on additional sheets if necessary) how your qualifications, skills, knowledge and experience match the University's requirements for this appointment.

## REFEREES

Please give the names and addresses of three referees who are able to comment on your suitability for this appointment. Ideally at least one should be your current or most recent employer. **Please note that the University normally contacts referees for shortlisted candidates prior to interview without further advice to applicants unless otherwise stated below:**

(1) Name: \_\_\_\_\_ Position held/capacity known: \_\_\_\_\_  
Address: \_\_\_\_\_ Email address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
May we contact the referee prior to interview?  Yes /  No

(2) Name: \_\_\_\_\_ Position held/capacity known: \_\_\_\_\_  
Address: \_\_\_\_\_ Email address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
May we contact the referee prior to interview?  Yes /  No

(3) Name: \_\_\_\_\_ Position held/capacity known: \_\_\_\_\_  
Address: \_\_\_\_\_ Email address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
May we contact the referee prior to interview?  Yes /  No

## DECLARATION

Knowingly providing false or misleading information may disqualify you and if you have been appointed may result in dismissal.

I declare that the information given in this application is to the best of my knowledge complete and correct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## DATA PROTECTION ACT 1998

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), members of the University, personnel, superannuation and payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.

Please:

- Ensure that you have completed all sections of this form;
- For academic appointments, you should also attach details of your publications and research grants awarded;
- Return your completed application and equal opportunities (EO1) form to Personnel and Staff Development, University of Exeter, Northcote House, The Queen's Drive, Exeter EX4 4QJ; (if this is a Hospitality Services post, please return your completed application and equal opportunities (EO1) form to Catherine Bailey, Hospitality Services, St Germans Cottage, The Queen's Drive, Exeter EX4 4QJ).
- Refer to the "Further Particulars" issued for the vacancy for the number of copies of your application required.



**Equal Opportunities Monitoring Form**

(An audio tape or printed version of this form is available upon request)

The University of Exeter is committed to a policy of equality of opportunity and aims to provide a working and learning environment which is free from unfair discrimination and will enable staff and students to fulfil their personal potential. The University of Exeter aims to ensure that no individual is unjustifiably discriminated against on the basis of gender or marital status, race, ethnic or national origin, disability, religious or political beliefs, sexual orientation, age, family circumstance or other irrelevant distinction.

Data Protection Act 1998: The information is requested to enable the University of Exeter to monitor its employment decisions and meet statutory obligations.

In order to monitor the effectiveness of our policies and procedures and how well we meet our legal requirements all applicants are requested to complete this form. The information you provide will be treated as STRICTLY CONFIDENTIAL and will be used only for EQUAL OPPORTUNITIES purposes. It WILL NOT be taken into consideration for short listing or interviewing purposes. If you are appointed the information will be transferred to your personnel record to enable the university to meet monitoring requirements. The information WILL NOT be relevant or disclosed in consideration for salary progression, promotion, or training and development.

**Please complete the form as indicated (to move around the form, press the tab or arrow keys)**

<b>Application for the post of:</b>	<b>Ref:</b>
<b>School/Service:</b>	<b>Date:</b>

<b>Title:</b>	<b>Surname:</b>		
<b>First Names:</b>			
<b>Date of Birth:</b>	(dd/mm/yy)	<b>Age:</b>	<b>Sex:</b> Male <input type="checkbox"/> Female <input type="checkbox"/> (Please place an X in appropriate box)

<b>Ethnic Origin:</b>				
<i>ASIAN OR ASIAN BRITISH</i>	<i>BLACK OR BLACK BRITISH</i>	<i>CHINESE OR OTHER ETHNIC GROUP</i>	MIXED	WHITE
Indian - <b>31</b>	Caribbean - <b>21</b>	Chinese - <b>34</b>	White and Black Caribbean - <b>41</b>	British - <b>11</b>
Pakistani - <b>32</b>	African - <b>22</b>	Any other - <b>80</b>	White and Black African - <b>42</b>	Irish - <b>12</b>
Bangladeshi - <b>33</b>	Any other black Background - <b>29</b>		White and Asian - <b>43</b>	Any other white Background - <b>19</b>
Any other Asian background - <b>39</b>			Any other mixed Background - <b>49</b>	

(Number in box corresponds to Higher Education Statistical Agency coding)

**Please place relevant number here:** .....

**Nationality:** .....





**PERSONNEL & STAFF DEVELOPMENT**

Date as postmark

Please include this letter with your completed application along with a stamped addressed envelope if you require a formal acknowledgement of the receipt of your application.

**FOR OFFICE USE ONLY**

Thank you for your application which is receiving attention.

Post

Ref. Number

Date received

Signature