

Application For Employment ♥

Please ensure you save this application form to your device and, once completed, save it using your full name and the words 'Personal Data Form A'. Once completed, please return your form to **recruitment@luc.leeds.ac.uk**.

Post applied for

Post reference number

Department

Personal Details

Title Surname

Forenames

Address

National Insurance no.

Telephone

Email

Are you a student? Yes No

At University of Leeds? Yes No

Equal Opportunities Monitoring

This part of your form will be detached before the shortlisting process and the information provided will not be used during the selection process. It is used for monitoring diversity information only.

Date of birth Gender (leave blank if you prefer not to say)

Is your gender the same as assigned at birth? Yes No Prefer not to say

Sexual orientation (leave blank if you prefer not to say)

Nationality

Ethnicity

The Disability Discrimination Act 1995 defines disability as a 'physical or mental impairment which has a substantial and long term effect on a persons' ability to carry out normal day-to-day activities'.

Do you consider yourself to have a disability? Yes No

If yes, please give details

Recruitment Source

Please tell us where you heard about this vacancy

Criminal Convictions

The information you provide will be used to consider your suitability for the post you have applied for. Normally it is not necessary to declare any convictions that are spent, however certain posts are exempt from the Rehabilitation of Offenders Act 1974. Applicants for such posts are required to declare all criminal convictions, spent or unspent. This includes posts where the post holder is likely to have access to children or vulnerable adults and posts where there is the potential for fraud (e.g. chartered or certified accountants). This list is not however exhaustive and for posts which fall under the exemption, this will be indicated in the future particulars for the post. Applicants for such posts must declare all convictions.

Do you have any criminal convictions?

Yes

No

If yes, please
give details

Declaration

I confirm that the information given in this form is correct and understand that any false statement could result in my employment being terminated if successfully appointed.

Print name here

Date

I confirm that I consent to Leeds University Union processing my data necessary for the performance of an employment contract should I be successfully appointed in accordance with the information contained in **Appendix 1 below**. I understand that data supplied within this form will be used for internal purposes only and will not be passed onto any 3rd parties unless required to do so by law.

Print name here

Date



Appendix 1 – Data Consent

- For payment of salary, pension, sickness benefit or other payments due under the contract of employment.
- Monitoring absence or sickness under the absence management policy.
- For emailing you LUU information that is relevant to you working here e.g. through the Weekly Email.
- For contacting you about work shifts.
- For contacting your emergency next of kin in an emergency situation or if we are unable to contact you directly.
- Performance management reviews.
- For assessing redundancy selection criteria.
- For training and development purposes.
- Providing and obtaining references and consultation with external agencies, including police checks where necessary for the purposes of employment.
- Promotion and salary progression exercises.
- Negotiations with trade unions or other staff representatives.
- Administration of LUU's policies and procedures.
- Compliance with the Disability Discrimination Act and for use in our Disability Confident work to ensure we support those with disabilities secure employment and remain employed with us.
- For monitoring of diversity statistics.
- Compliance with any statutory requirement to provide information about staff including statistical returns to external bodies.
- Administration of LUU's disciplinary and grievance procedures.
- Production of published staff lists, telephone and email directories for both internal and external use.
- Production of staff badges and identity cards.
- Production of photographs of staff for display within any digital platform used by LUU.
- Monitoring the use of union resources.
- Use of CCTV to protect Union premises, staff and students and their belongings.
- For producing Gender Pay Gap reports to meet government requirements.
- For contacting you regarding your employment contract following a successful job interview or assessment day.
- For contacting you regarding any right to work documents that we may require from you.

