

Application Form

RESTRICTED

FOR VLA USE	
Ref No	<input type="text"/>
Eligibility	<input type="text"/>
Seletion Test	<input type="text"/>
Invited to interview	<input type="text"/>
Interview assessment Mark	<input type="text"/>

Post Details	
Job Title	<input type="text"/>
Post No	<input type="text"/> Pay Band <input type="text"/>
Dept/Unit	<input type="text"/> Location <input type="text"/>
Return by	<input type="text"/> Ref: ADP

- All information given will be treated in confidence.
- Please complete this form using BLOCK LETTERS and BLACK INK. Failure to do this could disqualify your application.
- Incomplete application forms can also be rejected.
- You may use additional sheets if necessary. Ensure that your full name is on any additional sheets.
- **Data Protection Act 1998.** Any personal data supplied on this form, or in connection with this application, will be used by interview panel members for selection purposes, and may be retained for auditing purposes. Should you be selected, the data will form part of your personal file and could feature as part of further selection decisions. The VLA Human Resources Department, which also covers Diversity and Equality issues, will also use the details entered onto this form to fulfil the Department's legal responsibilities in respect of monitoring of employment procedures and to inform policy development. To progress this application we may need to disclose the information we receive from you to others, (including other public bodies, other central government departments, or our authorised agents). Information (including personal data) may also be released on request, including under the Environmental Information Regulations and The Freedom of Information Act 2000.

Section 1 – Personal Details

Surname	<input type="text"/>	Title	<input type="text"/>
(i.e. Dr/Mr/Mrs/Miss/Ms etc)			
Forename(s)	<input type="text"/>		
N.I. No.	<input type="text"/>		
Any other names by which you have been known	<input type="text"/>		
Permanent address	<input type="text"/>		
		Post Code	<input type="text"/>
Home telephone no.	<input type="text"/>	How long have you lived there?	<input type="text"/>
Work telephone no.	<input type="text"/>	Telephone no. for messages	<input type="text"/>
Email Address	<input type="text"/>		
Address for correspondence (if different from above)	<input type="text"/>		
		Post Code	<input type="text"/>

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Section 2 – Nationality

Nationality at birth

Place of birth

Present

Have you ever possessed any other nationality or citizenship?

YES NO

If YES, please give details, dates and if naturalised, the certificate number

Are you subject to Immigration control?

YES NO

If YES, please give details

Are there any restrictions on your continued residence or employment in the UK?

YES NO

If YES, please give details

Are you lawfully resident in the UK?

YES NO

Are there any restrictions on your continued residence or employment in the UK?

YES NO

If YES, please give details below

If you are invited to attend an interview, you must produce documentary evidence to confirm the statements you have made.

Section 3 – Hours of work

We will consider applications from people who prefer to work full-time or part-time.

Do you wish to work full-time?

YES NO

Do you wish to work part-time?

YES NO

For part-time only

If Yes, how many hours a week do you want to work?

Please tell us your preferred work pattern. (for instance which days and what time of the day you prefer to work)

Section 4 – Advertising and Publicity

So that we can judge the effectiveness of our recruitment advertising please tell us how you found out about the vacancy you have applied for (i.e. newspaper, specialist publication, website, recruitment fair, etc.)

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Section 5 – Qualifications

N.B. Examination certificates must **not** be sent with this application. **If you are invited to interview, you will be asked to produce your original certificates, not copies.**

Are you able to produce original certificates?

YES NO

GCSE and A-levels or equivalent

Title of examination board	Name of examination (e.g. GCSE/GCE/CSE/SCE etc.)	Level (e.g. GCSE/ A-level etc.)	Date of examination (month/year)	Subject	Grade

First Degree

Dates		University (with college) if appropriate, or other institution	Full title of degree subjects	Class and division of degree	Date awarded/ expected
From	to				

Postgraduate

Dates		University or college	Subjects studied/ thesis title	Title of qualification	Date awarded/ expected
From	to				

If you have taken higher qualifications in a country other than the UK, please indicate whether you took them in English language.

Section 5 – Qualifications (continued)

Professional

Give details with dates of membership of professional institutions

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Other training / experience

Give details of other relevant training or experience you have had. Include any positions of responsibility

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Do you hold a full, valid UK driving licence for a motor car?

YES NO

Section 6 – Experience

Present employment

From	Name and address of employer	Position held and the nature of the work or activity

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Section 6 – Experience (continued)

Past employment

Give details of your **previous** posts, most recent first. Include any periods of non-employment and times spent abroad.

Dates		Name and address of employer	Position held and the nature of the work or activity	Reason for leaving
From	To			

Please continue on a separate sheet if necessary

Section 6 – Experience (continued)

Please say why you are interested in this appointment. The attached Vacancy Information Sheet describes the post(s) and the qualifications and competences we believe to be required for the post(s). Please consider these and outline your relevant skills, attributes and competences. Please provide examples which best demonstrate your abilities to meet the competences required for the post.

[Empty response box for candidate input]

Please continue on a separate sheet if necessary

Section 7 – References

Give details of either your current Human Resources Manager; your most recent Human Resources Manager; or an academic referee.

Name

Address
Postcode

Telephone number

May we obtain this reference **now**? YES NO

Give details of personal referees whom we can approach **now**. These should be responsible people who are acquainted with you in private life but not related to you or employed by VLA.

Name

Name

Address
Postcode

Address
Postcode

Section 8 – Availability and interview arrangements

Dates when you are **not available** for interview. (VLA cannot undertake to avoid these dates but will try to do so)

If appointed, when could you take up duty?

Do you consider yourself to be disabled? YES NO

Please provide details of any special arrangements you may require at the interview.

Section 9 – Signature and date

Note We must interpret strictly and impartially the prescribed conditions regarding age, nationality and qualifications, but it is not possible to investigate the eligibility of every candidate before interview. You should, therefore, satisfy yourself that you are eligible before you apply. If you are successful at interview a complete enquiry will be made. If you are uncertain about any aspect of your eligibility please contact us.

I declare that the information I have given is, to the best of my knowledge and belief, true and complete.

Signature Date

If you give any information that you know is false, or you withhold any relevant information, this may lead to your application being rejected or, if you have already been appointed, to your dismissal.

**Thank you for completing this form. Please return, together with your Ethnic Questionnaire, to:
Human Resources, Veterinary Laboratories Agency, Woodham Lane, New Haw, Addlestone,
Surrey, KT15 3NB**

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Publications

Only complete this form when applying for relevant posts at Pay Bands A, B, C, D or E

Please use BLACK INK and BLOCK Letters if completing by hand

Section 1 – Personal Details

Surname Forename(s) Title
No. of Publications Last Publication Date

Section 2 – Publication Details

Please provide a list of your scientific publications – giving the full title, journal and date of publication and the list of authors.

Section 2 – Publication Details (continued)

Please return this form to Human Resources, VLA Weybridge