**Recruitment Check Form**

Please answer these questions before saving and sending this form with your cover letter/email and CV to [**recruitment@ucem.ac.uk**](mailto:recruitment@ucem.ac.uk)

**Reasonable adjustments for job applicants**

Please contact us should you need assistance completing this form, or you need to discuss submitting your application (or this form) in an alternative way or format.

|  |  |
| --- | --- |
| **Your name:** | |
| **Personal pronouns (optional):** | |
| **Job vacancy:** | |
| Do you have a right to live and work in the UK?  *If yes, please indicate your immigration status and any expiry date of any visa.*  *You will be asked to provide original identity documents or details on how to check your right to work digitally, during the recruitment process.*  ***Please note:*** *We do not hold a sponsorship licence.* |  |
| Have you made a previous application to UCEM?  *If yes, what role and when?* |  |
| Are there any dates in the next 4 weeks that you may not be available for interview?  *If yes, tell us dates to avoid, to help interview planning.* |  |
| Should you be selected for an interview, would you require any special arrangements or adjustments to be made to enable you to attend an interview? This may include arrangements on account of a disability.  *If yes, please detail your requirements. For any disability please give brief details of the effects of your disability on your day-to-day activities and any other information that you feel would help us to accommodate your needs.* |  |
| What are your salary expectations?  *If the role is part time, please include the Full Time Equivalent.* |  |
| Should you be offered the job, what would your notice period be? |  |
| Where did you initially hear about this job vacancy or see it advertised?  *Please state here if you are applying under the Employee Referral Scheme and give the name of your referrer.* |  |
| As part of our Pay and Benefits section on the job specification, you will see parking at Horizons is allocated depending on availability, place of work, and working pattern. Would parking be a necessary requirement for you to undertake this role? |  |
| If there is any other information you would like to tell us about, relating to the above questions? If so please add it here – thank you. |  |

**Privacy and data protection**

As part of the recruitment and selection process we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use personal data; please see our *Privacy notice for job applicants to UCEM* on the jobs page of our website, for details: <https://www.ucem.ac.uk/wp-content/uploads/2018/05/Privacy-notice-for-job-applicants-to-UCEM.pdf>

Form last updated by HR: March 2024