**Recruitment Check Form**

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

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| --- | --- |
| **Your name:** | |
| **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 as proof during the recruitment process.*  ***EEA Citizens:*** *From 1st July 2021 EEA citizens and their family members can no longer rely on an EEA passport or national identity card, which only confirms their nationality, to prove their right to work. They are required to provide evidence of lawful immigration status in the UK, in the same way as other foreign nationals.*  ***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 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 is your actual current salary per annum?  *If you are part time, please include the Full Time Equivalent.*  *Please note: This question is not compulsory. We ask this so that if your salary is higher than what is advertised, we are able to have an honest conversation with you at interview about your expectations and what can be offered.* |  |
| 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? |  |
| As part of our Pay and Benefits section on the job spec, you will see that parking 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, 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: May 2022