**Employment Application Form – Internal Applicant**

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998.

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| **Please complete this form in full and send it to** **studentconduct@essex.ac.uk**  |

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| **Position Applied For** | Student Conduct Committee **Panel Member (Staff)** | [ ]  |  |  |

**Personal details**

|  |  |
| --- | --- |
| **Title** |  |
| **First Name**  |  |
| **Preferred Name** *(name you wish to be known as)* |  |
| **Surname**  |  |
| **Contact Telephone** |  |
| **Contact Email** *(please use University email address)* |  |

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| --- | --- | --- | --- | --- |
| **Position held within the University** | Staff member | [ ]  |  |  |
| **Job Title, Department or Section** |  |
| **Contract Type** | Permanent | [ ]  | Fixed Term | [ ]  |
| **Campus at which you are based** |  |
| **If Fixed Term, End Date**  |  |

| **Expression of Interest**In the space below, in no more than 500 words, please detail using relevant examples, how you meet the criteria for the role and your reason for applying.  |
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| **Additional Information**Please outline any special requirements should you be invited to the group recruitment exercise. |
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| **Referees:**Please give details of one referee who has consented to act as referee on your behalf. In naming a referee, you are particularly requested to give only the name of someone who can be approached immediately. |
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| Name:Relationship to referee:Job Title and Organisation if relevant:Telephone Number:Email:Length of time you have known referee: |

**Signature**

**If you are a staff member, by signing and submitting this application you are confirming you have permission from your line manager to undertake this role.**

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| **Applicant Signature:** |  |

*If you send the form as an email attachment, please type your name and state ‘submitted electronically’ in the signature box*