



Web Recruitment- Completing Personal Details Page

If you are encountering issues completing the personal details section of the application form follow the guidance below:

- Select personal details from the application Summary
- Fill out all the Application Pages

Application summary

Please complete the application pages as listed below. The icons will indicate when a page is completed which will help you to track your progress through the pages.

Application pages

-  [Personal Details](#)
-  [Employment History](#)
-  [Education and Training](#)
-  [Evidence For Selection Criteria](#)
-  [References](#)
-  [Equality & Diversity Information](#)
-  [Declaration and Data Protection Act](#)

Other options

Icon guide

-  Mandatory field.
-  Help icon guide.
-  Mandatory fields complete.
-  Mandatory fields incomplete.

The apply button will be activated when all mandatory fields have been completed.

Apply

Selecting delete will permanently remove your application.

Delete

Become what you want to be



- Ensure that all mandatory fields are complete (indicated by the red *)

Personal Details

Please provide your details as per your passport

Title *

Forename

Preferred name

Surname *

Contact details

Please ensure you provide your email address as you will be updated on the status of your application by email.

Email address *

Number/Street *

Local Area *

Posttown

POSTCODE *

Address type

Country

Mailing address

Contact type *

Contact detail *

- When adding the address line Number/Street ensure this does not exceed 40 characters
Tip: - When adding Street use ST, Road use RD.
- You can only have one of each contact type
- When you are adding your last contact type, select **summary** at the bottom of the page as opposed to add.



Contact details

Please ensure you provide your email address as you will be updated on the status of your application by email.

Email address

Number/Street	<input type="text" value="96 Talford Place"/>	*
Local Area	<input type="text" value="London"/>	*
Posttown	<input type="text" value="SE15 5NY"/>	
POSTCODE	<input type="text"/>	*
Address type	<input type="text" value="Home"/>	
Country	<input type="text" value="United Kingdom"/>	
Mailing address	<input type="checkbox"/>	

Contact type	<input type="text" value="Home telephone"/>	*
Contact detail	<input type="text" value="02015569999"/>	*

Right to Work

Under the Immigration, Asylum and Nationality Act 2006, it is a criminal offence for an employer to employ an individual who does not have the right to work legally in the UK. For some vacancies (which require specific skills or in shortage occupations) we may be able to sponsor a suitably qualified applicant under Tier 2.

Do you need a certificate of sponsorship under Tier 2?

If no, Can you provide proof that you are legally allowed to work in the UK?

Do you have any unspent criminal convictions?

Relationships

Are you related to, or in any form of relationship with, any member of the University Board, or to any employee of the University?

Please answer

If yes please enter details