

ASSISTANT WARDEN APPLICATION

Please complete in black ink or type



Please read the application form and further particulars carefully before attempting to complete the form.
Please attach to your application your Curriculum Vitae

SECTION 1 – Personal Details

Given Name(s)	Surname	Registration Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Correspondence Address	Main Contact Phone Number
<input type="text"/>	<input type="text"/>
	Alternative Phone Number
	<input type="text"/>
Post Code: <input type="text"/>	Email Address @uea.ac.uk
	<input type="text"/>

Year applied for (2019/20):

The following questions relate to the year for which you have applied (NOT your current year).

School: Course:

e.g. BA/MA/PhD International Development, MBBS Medicine

Year of Study:

e.g. MA First year, UG third year, PhD second year

How did you hear about the vacancy?

Poster in HUBs: Facebook/Twitter STS Website: UEA Portal:

Other:

SECTION 2 – References

Please provide the names and addresses of two people who have consented to act as referees on your behalf. The first (where applicable) should be your present or last employer. The second should normally be your Advisor, Supervisor, or Head of Year. If you do not wish to give the second reference, you will need to discuss your application with the Student Services Coordinator. Please give only the names of referees who can be approached immediately.

How known to you:	<input type="text"/>
Name:	<input type="text"/>
Address:	<input type="text"/>
Post Code:	<input type="text"/>
Telephone:	<input type="text"/>
E-mail Address:	<input type="text"/>

Advisor <input type="checkbox"/> Supervisor <input type="checkbox"/> Head of Year <input type="checkbox"/> Other <input type="checkbox"/>
Name:
Address:
Post Code:
Telephone:
E-mail Address:

Please Note: It is expected that students in the Faculty of Health will have discussed their application with their Head of Year and have approval from the Course Director, and that PG Research students from all faculties will have discussed their application with, and have approval from, their Supervisors, prior to an application being made.

SECTION 3 – Please state your reasons for applying for the post of Assistant Warden

SECTION 4 – What experience and understanding do you have of communal living?

SECTION 5 – What do you understand to be the ‘Student Experience’? Please explain, with examples, how your commitment to providing a High Quality service would contribute towards the ‘Student Experience’.

SECTION 6 – What skills and work / life experience do you have that could be relevant to the roles and responsibilities of Assistant Warden? Please give examples and details of where and how this experience or these skills were gained (e.g. paid work, volunteering, or travel).

SECTION 7 – What is your greatest strength?

SECTION 8 – Criminal Records

This role is exempted from the Rehabilitation of Offenders Act and will be subject to a check by the Disclosure and Barring Service. The University's Statement of Policy on the recruitment of ex-offenders can be seen at this web link: <https://intranet.uea.ac.uk/hr/employee-information/recruitment>

SECTION 9 – Disability

Do you have a health problem or a disability which is relevant to the role of Assistant Warden? Yes No

If 'yes' please give details, including any special access, communication or other requirements to the application and interview process.

SECTION 10 – Declaration

I confirm that all personal details provided in this application form are correct and understand that any false statement could result in the appointment being declared invalid.

If you are submitting this application electronically, please enter your name or electronic signature below. In doing so, you confirm that the above statement is correct, as if the document had been signed and dated by hand.

Signed

Date

Data Protection Act 1998

If you submit an application for employment, the University will record and use the information which you provide for the purpose of dealing with your application and if the application is successful, for establishing your personnel record and for compiling Higher Education statistics. The information will not be kept any longer than is necessary for these purposes. Personal data provided on the Equal Opportunities Monitoring Form will be recorded and used for the purpose of monitoring the University Equal Opportunities Policy and for statistical purposes. By submitting an application for employment, you are consenting to the recording and use of the information which you supply.

Please send the completed form and your Curriculum Vitae to:

**Dr David Thurkettle
Student Support Centre
University of East Anglia
Norwich Research Park
NR4 7TJ**

Or, if you are submitting your application electronically, email the completed form and your CV to WardenReports@uea.ac.uk

DISCLOSURE AND BARRING SERVICE CHECK

In order to protect certain vulnerable groups within society there are a number of posts and professions that are exempt from the Rehabilitation of Offenders Act.

Exempted posts include those positions that will allow the individual access to children and vulnerable adults. For these posts an applicant must declare all convictions, both 'spent' and 'unspent' and the successful applicant will be subject to a criminal record check from the Disclosure and Barring Service before the offer of appointment is confirmed.

This post falls within one of the Exempted categories therefore all convictions (whether spent or unspent), cautions, reprimands and final warnings need to be disclosed. Additionally for an Enhanced Disclosure all non-conviction information that has a bearing on suitability for appointment should be disclosed as well.

The University needs to ensure that the relevance to the role of any information about criminal convictions can be fairly and confidentially assessed and in order to help ensure this we encourage applicants to provide details of their criminal record at this stage, separately from the rest of their application.

You should do so by submitting to the following address in a separate envelope marked 'Private & Confidential' appropriate written details and dates and giving any additional information you wish to draw attention to which may help to improve our understanding and assist fair decision-making. The University will expect in such circumstances to discuss, with any candidate being considered for appointment, relevant convictions and associated information. Any such discussion will normally take place in a special interview with one of the University's Human Resources Managers.

The Human Resources Manager (DBS)
Human Resources Office
University of East Anglia
Norwich Research Park
Norwich
NR4 7TJ

Please note that the application form only asks for details of unspent convictions. The application form should be completed and the declaration signed, but please ensure that a full convictions history declaration is made in writing, as described above.

UEA Guidelines on the Disclosure and Barring Service Disclosure Process and employing ex-offenders: <https://intranet.uea.ac.uk/hr/intranet/recruitment/DBSguidelines>

DBS Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

A statement of the University's policy on the recruitment of ex-offenders is attached for your information.

STATEMENT OF POLICY ON THE RECRUITMENT OF EX-OFFENDERS

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, The University of East Anglia complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. This statement of the policy on the recruitment of ex-offenders will be made available to all Disclosure applicants at the outset of the recruitment process.

- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential, cover to a designated person within UEA and we guarantee that this information is only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows The University of East Anglia about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in The University of East Anglia who are involved in the recruitment process receive suitable training and guidance to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.