



Dear Applicant

Thank you for downloading an IFR Application Form. Please complete and return the application form by the closing date stated in the advertisement/website.

The Institute of Food Research is partly funded by public money, and in the interests of economy it is policy not to send regret letters to applicants who have not been short listed. If therefore, you do not hear from us within four weeks of the closing date, we regret your application has not been successful on this occasion.

May I take this opportunity to thank you for your interest in applying for a vacancy with this Institute.

K S Martin (Mrs)  
Human Resources Manager



At the leading edge  
of food research

# Application for employment

***Institute of Food Research***

Norwich Research Park, Colney, Norwich, NR4 7UA, UK  
[www.ifri.ac.uk](http://www.ifri.ac.uk)

*An Institute Sponsored by the Biotechnology and Biological Sciences Research Council*

Please return to the Human Resources Manager

# Application for employment

You **must** complete part 1 and the Equal Opportunities Monitoring Form in full, and sections 5, 7, and 8 of part 2. You may submit a CV in place of sections 2, 3, 4, and 6.

To avoid any possible discrimination part 1 and the insert of this application form will not be seen by those who have to decide on the list of applicants to be invited to interview.

## Part 1

Post applied for	Post reference
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Where did you see this post advertised?

### 1 Personal details

Surname	Dr/Miss/Mr/Ms/etc.
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Forename(s)

Address

Postcode

Address for correspondence (if different from above)

Postcode

Telephone - <i>Daytime</i>	- <i>Evening</i>
<i>Mobile</i>	e-mail

Do you require a work permit? Yes/No	Date of birth
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**Declaration** - I declare that the information given on all parts of this application form, and in any CV which accompanies it is, to the best of my knowledge, correct. I understand that giving any false information will make my application unacceptable and, if I am appointed, lead to my dismissal.

I accept that:

- if I am appointed, the information on this form may be used in accordance with Schedule 2 of the Data Protection Act 1998, to form part of my permanent personal record **and**
- the information in the attached Equal Opportunities Monitoring Form will be used in accordance with Schedule 3 of the Data Protection Act 1998 to identify and review the equality of treatment between individuals with a view to enabling such equality to be promoted and maintained.

Signature	Date
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**For official use**  
Application number

## Part 2

Surname

### 2 Education

Dates From	To	Name of school/college/university from the age of 14	Qualifications Please indicate grade and date obtained

### 3 Present/last employment

Job title	Salary
Name and address of employer          Postcode	Starting date
	Date appointed to present post or date promoted, if applicable
	Period of notice required by employer
Brief details of main duties	

For official use  
Application number

## 4 Previous employment

Please list employers in order, most recent first. You should include any temporary, vocational or casual work, as well as periods of unemployment.

Dates <i>From</i>	<i>To</i>	Name and address of employer	Post held and details of main duties

## 5 Personal statement

To help us in considering your application, please give a brief statement showing how you match the requirements of the post you have applied for and any other information you feel may help your application. Please continue on a separate sheet if necessary and also provide a **separate** statement showing a list of publications, where applicable.

## 6 Technical and professional qualifications

Please list membership of any professional bodies and give details of any other qualifications held.

Please indicate the number of additional sheets, if any.

## 7 Skills

Foreign languages (please indicate degree of fluency, ie. conversation, written, technical).

Other, eg. scientific, computing, IT, (please indicate level of proficiency).

**Type of driving licence held.** Please place a tick (✓) in the appropriate box.

None

Provisional

Full

Other  
*please specify*

## 8 References

Please give the names, addresses and occupations of three referees (who should not be related to you), the first of whom must be your present or most recent employer. Please place a cross (x) in the box against any you would not wish to be taken up before interview.

1

Name

Occupation

Address

Postcode

Tel

email

2

Name

Occupation

Address

Postcode

Tel

email

3

Name

Occupation

Address

Postcode

Tel

email

# Selection and recruitment criteria

It is our policy to ensure Equal Opportunities for every member of staff.

The aim of Equal Opportunities Policy is that there should be no discrimination on grounds of:

- gender
- race
- religious belief
- disability
- age
- marital status
- colour
- ethnic or national origins
- sexual orientation

Full, detailed criteria have been drawn up to ensure that, in selection and recruitment, applicants for employment are treated fairly and in a non-discriminatory manner.

## The main points are:

### In advertising

- The job description for the post is clear and objective.
- Requirements are specified and relevant to achieving effective performance in the post.

### In interviewing

- Wherever practicable interview panels include women members, particularly where there are women candidates.
- Panel members have undergone BBSRC Equal Opportunities awareness training.
- The Panel chair ensures fair questioning by highlighting Equal Opportunities principles before interviews take place.
- The same framework of questions is used for all candidates, with the aim of determining the capacity of the candidate to perform the job.

### In selecting

- A confidential written report is compiled setting out the Panel's assessment of each candidate, and the reason for the overall conclusions and recommendations of the Panel.

By using these criteria, discrimination on unacceptable grounds should be avoided. If a candidate believes that the selection system has failed to meet these goals, s/he should write to the Human Resources Manager at the Institute of Food Research setting out the nature of the problem. All such complaints will be investigated.

BBSRC aims to promote equality of opportunity for all with the right mix of talent, skills and potential. BBSRC welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).



**4. WHAT IS YOUR RELIGION OR BELIEF?**

(As per the Employment Equality (Religion or Belief) Regulations 2003).

- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- None
- Other
- Prefer not to say



**DISABILITY**

(As per the Disability Discrimination Act 1995)

If you have a medical condition, the Disability Discrimination Act (1995) requires employers to make reasonable adjustments to the job content or working environment. To achieve this, we need to know whether you are covered.

**Definition of Disability:**

“A physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities in a non-work environment.”

**5. DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY AS DEFINED IN THE DISABILITY DISCRIMINATION ACT (1995)?**

- YES
- NO



**6. WHAT IS YOUR SEXUAL ORIENTATION?**

(As per the Employment Equality (Sexual Orientation) Regulations (2003))

- Heterosexual
- Lesbian
- Gay
- Bi-sexual
- Other
- Prefer not to say



**Thank you for completing this form. Please return it with your job application.**

FOR OFFICIAL USE ONLY:

**Application Number:**

- Shortlisted
- Offered
- Appointed