



THE AGA KHAN UNIVERSITY  
(International) in the United Kingdom

**Application Form**  
Executive Assistant to  
the Dean

1. APPLICANT INFORMATION			
Surname	Other Names:	Title:	
Address			
Town/City	Country	Postcode	
Phone No	E-mail Address		
Are you a British citizen?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If 'No', do you already have permission to take up new employment in the UK?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Please provide details: Visa Expiry date (if applicable):
How did you learn about this position?			

2. REFERENCES	
Please list three professional references.	
Full Name	Relationship
Occupation	Phone No ( )
Address	Email:
Can we contact this referee before the interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Full Name	Relationship
Occupation	Phone No ( )
Address	Email:
Can we contact this referee before the interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Full Name	Relationship
Occupation	Phone No ( )
Address	Email:
Can we contact this referee before the interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>

3. SALARY DETAILS
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Please give your current/last annual salary and details of any additional benefits/allowances

**4. EDUCATION**

School/College/University		Address	Grade
From	To	Qualification level & Subject	
School/College/University		Address	Grade
From	To	Qualification level & Subject	
School/College/University		Address	Grade
From	To	Qualification level & Subject	

**6. IT SKILLS** Please rate your knowledge/usage of the packages listed below

Package	Level			Further Comments
	No Knowledge	Minimal User	Frequent User	
MS Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MS Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MS Power Point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MS Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (Please give details)				

**7. PREVIOUS EMPLOYMENT**

From	To	Name and Address of Employer	Type of Business	Job Title and a brief description of role(s) held
Month & Year	Month & Year			

## 8. ADDITIONAL QUESTIONS

As per our safe recruitment policy, please provide answers to the following two questions:

1. Have you ever been subject to concerns relating to safeguarding, or disciplinary proceedings involving unethical practice, bullying, harassment, discrimination or radicalisation, or have you ever resigned while under investigation for such issues.
  
  
  
  
  
  
  
  
  
  
2. Have you received a formal police caution concerning sexual offences.

## 9. DISCLAIMER AND SIGNATURE

Due to the large number of applications expected, we will only contact candidates short-listed for interview. If you have not heard from us within four weeks after the closing date, please presume that your application has been unsuccessful.

By submitting an application, you provide your consent to the Institute under the Data Protection Act 1998 to share the contents of your application with relevant colleagues at other locations of the University for the purpose of completing this recruitment exercise.

Please confirm your agreement to the statement below.

I certify that my answers are true and complete to the best of my knowledge. If this application leads to appointment, I understand that false or misleading information in my application or interview may result in disciplinary action.

Signature

Date