



The General Osteopathic Council (GOsC) and the Quality Assurance Agency for Higher Education (QAA)

Appointment of GOsC Education Visitor (Lay)
(two posts)

Information pack for applicants

Closing date: 29 June 2018
Interviews: 16 or 19 July 2018

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Overview of recruitment process

Indicative timetable of the process

Closing date: **midday Friday 29 June 2018**
Shortlisting: **week commencing 2 July 2018**
Interviews held: **16 or 19 July 2018**
Appointment start date: **1 September 2018**

Contact

vacancies@qaa.ac.uk

The education visitor

Introduction

Regulation

Under the Osteopaths Act 1993 the General Osteopathic Council (GOsC) is the statutory regulatory body for osteopaths and osteopathic education providers and is one of the nine health professional regulators in the UK (see <https://www.professionalstandards.org.uk/what-we-do/our-work-with-regulators/about-regulators>). The GOsC's overarching objective is the protection of the public.

By law, an osteopath must be registered with the General Osteopathic Council (GOsC). Statutory regulation of osteopaths provides an effective lever to set and maintain standards of education and training across the four countries and across the continuum of education and training for registered professionals.

The GOsC undertakes a range of functions in order to exercise its statutory duties, set out in the Osteopaths Act 1993, including:

- Keeping the [Register](#) of all those permitted to practise osteopathy in the UK.
- Setting, maintaining and developing [standards](#) of practice and conduct.
- Assuring the quality of undergraduate and pre-registration education (Quality Assurance).
- Assuring that all registrants keep up to date and undertake [continuing professional development](#).
- We help patients with any [concerns or complaints](#) about registrants and have the power to remove from the Register any registrants who are unfit to practise.

Osteopathy

Osteopaths are autonomous primary healthcare professionals recognised as allied health professionals (AHPs) by NHS England's Chief Allied Health Professionals Officer and are able to diagnose and treat independently. Osteopaths are trained to refer patients to appropriate healthcare professionals where they are unable to provide a diagnosis or treatment for an underlying condition themselves (although they may still provide treatment in addition to the referral). Osteopaths are able to treat patients exhibiting a significant number of symptoms with a range of osteopathic approaches. Some osteopaths may choose to use adjunct treatments such as acupuncture.

Osteopaths work primarily outside the NHS and primarily in settings without teams and employers.

Education and quality assurance

Osteopathic qualifications (usually at Masters level) are offered in nine institutions in the United Kingdom. There are nine awarding institutions in the sector which are diverse in terms of size, context and oversight. Each institution has its own dedicated teaching clinic attached to the institution. Further information about osteopathic education can be found at: <https://www.osteopathy.org.uk/training-and-registration/becoming-an-osteopath/training-courses/> and <https://www.osteopathy.org.uk/news-and-resources/document-library/about-the-gosc/consultation-on-changes-to-the-quality-assurance-of-osteopathic/>

The GOsC quality assurance of pre-registration education processes aim to:

- Put patient safety and public protection at the heart of all activities.
- Ensure that graduates meet the standards outlined in the Osteopathic Practice Standards by meeting the reference points outlined in the [Guidance for Osteopathic Pre-registration Education](#) (2015) and the [Subject Benchmark Statement: Osteopathy](#) (2015).
- Support self-sustaining quality management and governance in ensuring quality.
- Identify and sustain good practice and innovation to improve the student and patient experience.
- Identify concerns at an early stage and help to resolve them effectively without compromising patient safety or having a detrimental effect on student education.
- Facilitate effective, constructive feedback.
- Identify areas for development or any specific conditions to be imposed upon the course providers to ensure standards continue to be met.
- Promote equality and diversity in osteopathic education.

The GOsC's quality assurance framework involves a number of different components which fit together to provide assurance about 'recognised qualifications' (RQ) being awarded only to students who meet the Osteopathic Practice Standards. Further information can be found at: <https://www.osteopathy.org.uk/news-and-resources/document-library/about-the-gosc/consultation-on-changes-to-the-quality-assurance-of-osteopathic/>

1. Education visitors

The GOsC Reviews

The GOsC ensures that courses of osteopathic education meet its requirements, including the Osteopathic Practice Standards (OPS). Those that do are recognised and awarded Recognised Qualification (RQ) status¹. This allows graduates from those courses to apply for registration with the GOsC and practise osteopathy legally in the UK.

Decisions concerning the granting, maintenance and renewal of RQ status are made following reviews of osteopathic courses and course providers. These reviews are conducted by the Quality Assurance Agency for Higher Education (QAA), under contract from the GOsC. The review method is known as a GOsC review. Education visitors review evidence gathered during a RQ review process and make judgements based on this evidence, together with fellow visitors. Collectively they decide whether the course and provider under review meet the expectations established by key reference documents, particularly the OPS. The RQ process is supported by a review co-ordinator.

The role of the Education Visitor

Successful candidates will be a member of a team of fellow visitors undertaking reviews. The review process involves:

- Analysis of a self-evaluation form submitted by the Osteopathic Educational Institution (OEI)
- Liaising with team members and a QAA review co-ordinator by email
- Attendance at a visit for up to four days
- Review and approval of the visit report detailing the findings of the team
- Contributing to sections of the draft report
- Possible follow-up work responding to the comments of the OEI to the visitor report (either on the report or how they are proposing to meet any conditions that the visitor recommends).

Further information about the quality assurance process is set out on the [QAA website](#)².

Terms of appointment

Visitors are appointed by the GOsC statutory Education Committee under s12 of the Osteopaths Act 1993, with the terms of appointment of an education visitor then directly agreed with QAA.

¹ Subject to Privy Council approval.

² www.qaa.ac.uk/reviews-and-reports/how-we-review-higher-education/general-osteopathic-council-review

Successful candidates will be expected to comply with the GOsC Code of Conduct (See Annex 1 to the [Governance Handbook](#)).

Qualities required for the role

Candidates will be required to demonstrate in their written application and at interview how they meet the core competencies set out below. Column two gives examples of the attributes a candidate who meets these competencies will demonstrate.

Essential competencies

Competence	Attributes
<ul style="list-style-type: none"> Able to oversee, manage, deliver and/or inform UK higher education provision 	<ul style="list-style-type: none"> Current or recent experience of higher education in a senior academic or professional role. Assessing the achievements of students on higher education programmes at their own, and other, providers. Active engagement with students in quality assurance. Awareness and understanding of the status and function of the revised UK Quality Code and the Office for Students' regulatory framework.
<ul style="list-style-type: none"> Understands and is committed to the principles of regulation and the delivery of the OPS 	<ul style="list-style-type: none"> Knowledge and understanding of the OPS. Knowledge and understanding of the delivery of undergraduate osteopathic education (including assessment). Experience of educational quality assurance processes including audits, reviews, assessments, investigations or similar activities. Commitment to equality, diversity and inclusion.
<ul style="list-style-type: none"> Strong communication skills 	<ul style="list-style-type: none"> Able to analyse complex information. A high standard of written communications. Strong communication and inter-personal skills including the ability to challenge appropriately and when necessary, and provide constructive feedback in a fair manner.
<ul style="list-style-type: none"> Able to make an effective contribution within a team to arrive at collective evidence based judgements. 	<ul style="list-style-type: none"> Able to work as part of a team and contribute to consensus judgements. Able to make reliable and objective judgements based on evidence.

Eligibility

There are vacancies for two education visitors (lay), who must have current or recent experience within the higher education sector. Students are welcome to apply for these roles.

Interests and conflicts

You should note particularly the requirement to declare any conflict of interest that arises in the course of GOsC business and the need to declare any relevant business interests, positions of authority or other connections with organisations relevant to the business of the GOsC.

There may be a conflict if a fair-minded observer, having considered the facts, would conclude that there was a real possibility of bias. This may include financial and non-financial interests or even the interests of a close family member.

Conflict is defined in the GOsC [Governance Handbook](#).³

Visitors are able to be educational visitors for an institution provided there is no conflict for them to inspect a particular OEI. For this reason, we are also asking you to tell us the names of the osteopathic educational institutions or other academic institutions that you are linked to and the nature of your link. For example:

- British College of Osteopathic Medicine – Honorary Lecturer – 2013 to 2014
- London College of Osteopathic Medicine – External Examiner – 2014 to date
- University of Greenwich – Lecturer in anatomy department on health course – 2015 to date.
- University of Genoa – partner employed as clinic director.

Any actual or perceived conflicts of interest will be fully explored by the Panel at shortlisting or interview stage.

Diversity and equality of opportunity

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit. We believe that for any organisation to be successful, it needs to work with the most talented and diverse people available. We positively encourage applications from people from all sections of the community, from all backgrounds and with a broad range of experience. We undertake that your application will be dealt with fairly and that all decisions we make about it will be based on merit and your ability to meet the candidate specification.

The GOsC and the QAA have an absolute commitment to the principles of equality, diversity and inclusiveness.

³ www.osteopathy.org.uk/news-and-resources/document-library/about-the-gosc/governance-handbook/

On appointment

Remuneration for education visitors

The appointment of all education visitors is via the QAA. So details about the appointment and terms and conditions will be confirmed by the QAA on appointment.

The QAA pays its education reviewers a pro rata rate determined by the length of the review which includes payment for initial analysis of the self evaluation document, the review visit and the write up of the report. Travel expenses are paid as part of the fee, with an additional allowance depending on the distance travelled from home to the review location.

Payment is normally available for attendance at training for non-executive roles with GOsC. Education visitors will be remunerated for training at the daily rate directly from the GOsC.

Education visitors are directly contracted through QAA. Remuneration is £244 per day.

Warning: impact of appointment on people in receipt of benefits. Your appointment may have an effect on your entitlement to benefits. If you are in receipt of benefits you should seek advice from the Department of Work and Pensions.

Time commitment

The following time commitments are a requirement of this combined role.

Visitors will be required to attend:

- Formal training organised by GOsC/QAA, which will include at least one full training day each year, with an initial two days of training on 17 and 18 September 2018.
- A regular appraisal session organised by the GOsC/QAA which will require some preparation beforehand. Appraisals may take the form of a face-to-face meeting, internet conference, or other conference facility.
- Successful applicants for the visitor role must be available on 28 and 29 September and 1 October or 30 November, 1 December and 3 December 2018.

RQ review visits take place as the demand for them arises. The GOsC/QAA is not obliged to offer successful candidates any work or any particular volume of work and in turn they are not obliged to accept work if it is offered by the GOsC/QAA. It is, however, broadly estimated that this role will generate around four to five days of work each year, although further days would be required for an RQ review (see below).

A. RQ reviews

The review process involves:

- Analysis of a self-evaluation form submitted by the Osteopathic Educational Institution (OEI), liaising with team members and a QAA review co-ordinator by email.
- Attendance at a visit for up to four days
- Drafting the report
- Review and approval of the Visit Report detailing the findings of the team
- Possible follow-up work responding to the comments of the OEI to the visitor report (either on the report or how they are proposing to meet any conditions that the visitor recommends).

Location

RQ review visits can take place across the UK. Currently the majority of the providers are based in London, but some providers are based in other areas of the UK e.g. Surrey or Swansea.

Training

An induction and training programme will be provided on appointment. Successful candidates will be required to attend training on 17 and 18 September 2018.

Appraisal

The QAA will undertake appraisals with education visitors annually which allows the individual to reflect on the work they have undertaken and to identify training and development opportunities.

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. The successful candidates will be asked to subscribe to a [Code of Conduct](#) (Annex 1 of the Governance Handbook).⁴

Applicants must also subscribe to the standards of probity required by public appointees outlined in the 'Seven Principles of Public Life' set out by the Committee on Standards in Public Life.

Disqualification for appointment

There are a number of circumstances in which an individual will not be considered for appointment. These are incorporated into the attached application form.

⁴ www.osteopathy.org.uk/about-us/the-organisation/governance-handbook/

Applying for a post

The GOsC and the QAA will ensure that the appointment is made in a way that is open, transparent and fair to all applicants. All appointments are made on merit.

Equality of opportunity – we welcome applications from all sections of the community and from people with diverse experience and backgrounds.

How to apply – all applicants are required to complete the application form attached with the information pack.

Alternative formats such as braille, large print and tape versions of this information pack and the application forms will be available on request from vacancies@qaa.ac.uk

All applications should be returned to: vacancies@qaa.ac.uk

We must receive your completed application form before the closing date for applications. Late applications (after midday on Friday 29 June) will not be accepted.

How we will handle your application

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

- Your application will be assessed to see whether you have the expertise required at the appropriate level for the post. We will rely on the information you provide on your application form to assess whether you have the experience required. **Please ensure that you provide evidence to support how you meet all of the relevant criteria**, which are identified in the 'Qualities required for the role' section.
- The selection panel will include a member of the GOsC Policy Advisory Committee, a member nominated by the Council of Osteopathic Educational Institutions, a Director from GOsC and a representative of QAA.
- In **early July 2018** we aim to have made a decision about which candidates will be invited for interview, taking into account the evidence provided in your application. If you have not heard from us by **12 July 2018**, you can assume you have not been selected for interview.
- The interviews will take place on the **16 or 19 July 2018** in London.
- Prior to your interview you will be asked whether you require any 'reasonable adjustments' to be made to facilitate your participation in the process. We do not normally refund travel expenses of candidates but may do so where attendance at the interview may otherwise not be possible.
- If invited to interview, the panel may question you about your experience and expertise and ask specific questions to find out whether you meet the specified

qualities. You may also be asked to give a short presentation or undertake another relevant form of assessment.

- If you are successful, you will receive a letter from QAA appointing you as education visitor, pending confirmation by the next GOsC Policy Advisory Committee.
- The terms of appointment of education visitors will be agreed directly with QAA.

Dealing with your concerns – for general queries or feedback about your application, please contact vacancies@qaa.ac.uk

Complaints

Any complaints, including complaints about the appointment process will be dealt through the GOsC corporate complaints process, details of which can be found on the [GOsC website](#).⁵

⁵ www.osteopathy.org.uk/about-us/our-work/our-performance/

Your personal information

Your personal information will be held in accordance with the General Data Protection Regulation and the Data Protection Act 2018 by both QAA and the GOsC. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information
- ensure you know why we need it
- protect it and insofar as is possible, make sure nobody has access to it who shouldn't
- ensure you know what choice you have about giving us information
- make sure we don't keep it longer than necessary
- only use your information for the purposes you have authorised and as outlined in our privacy notices

We ask that you:

- give us accurate information
- tell us as soon as possible of any changes
- tell us as soon as possible if you notice mistakes in the information we hold about you

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you apply, so that your application form can be assessed. The monitoring information you provide is not used in the selection process and will not be shared with the selection panel assessing your application.

Information management

All personal data will be held by both GOsC and QAA, and will be processed by both parties in accordance with the Privacy Notices outlined at: <https://www.osteopathy.org.uk/privacy-and-cookies/> and <http://www.qaa.ac.uk/en/Documents/QAA%20Privacy%20Notice.pdf>.

You have the right under the General Data Protection Regulation and the Data Protection Act 2018 to control how we use your data, by asking us to delete it or limit how we use it, subject to the information outlined in our Privacy Notices. If at any time you wish your personal information to be removed from our records please contact us. You have the right to access personal information QAA and/or GOsC may hold about you. If you wish to request such information, please contact QAA on

vacancies@qaa.ac.uk and access GOSc's [Information Governance Framework](#).⁶ Data protection and freedom of information (in accordance with GOSc policy) are included within the GOSc contract with QAA.

⁶ www.osteopathy.org.uk/news-and-resources/document-library/corporate-plans-schemes-and-policies/information-governance-framework/

1 About the General Osteopathic Council

The General Osteopathic Council regulates osteopathic practice in the UK. Its purpose is to protect the public by ensuring high standards of education, practice and conduct among osteopaths.

Its core functions are:

- Assuring the quality of osteopathic education and training.
- Registering qualified professionals on an annual basis and ensuring their continuing fitness to practise.
- Setting and promoting high standards of osteopathic practice and conduct.
- Helping patients with complaints or concerns about osteopaths and, where necessary, dealing with those complaints through fitness to practise procedures.

Strategic priorities

In order to fulfil our statutory objectives, the work of the GOsC is guided by our Corporate Strategy (2016-2019), which sets out our strategic objectives and how we plan to implement these.

There are three strategic objectives:

- To promote public and patient safety through patient-centred, proportionate, targeted and effective regulatory activity
- To encourage and facilitate continuous improvement in the quality of osteopathic healthcare
- To use our resources efficiently and effectively, while adapting and responding to change in the external environment

To learn more about our strategic aims, please review the corporate documents available on our [website](http://www.osteopathy.org.uk)⁷, including the GOsC Corporate Strategy and Annual Reports.

⁷ www.osteopathy.org.uk

2 Principles that underpin the work of the General Osteopathic Council

The GOsC is committed to conducting all its activities as a regulator and an employer based on a number of key principles:

Proportionality

We will ensure that the regulatory burden is no greater than it needs to be to deliver our statutory duty, focusing our resources on areas of risk to public protection and where there is scope to achieve the most in terms of improving standards of osteopathic practice.

Fairness

We will be consistent in the development and application of our policies and procedures in order to ensure fairness, with the aims of promoting equality, valuing diversity and removing any unfair discrimination.

Accountability

We will publicise our actions and decisions, wherever possible, ensuring that the information is clearly explained and easily accessible. We will explain how we have taken our stakeholders views into consideration in developing policy and in improving our performance. Council will seek to exemplify high standards of governance.

Anticipation

We will monitor trends in healthcare, regulation, osteopathic practice and education, in order to respond effectively to change and to support the osteopathic profession to respond accordingly.

Inclusivity

We will respond to the needs of patients, the public, registrants and other stakeholders, taking their views into account in deciding the most effective way to carry out our regulatory functions and working in partnership with others, where appropriate, to achieve our goals.

Efficiency

We will foster a culture of innovation and continuous improvement, taking steps to benchmark our performance periodically and setting targets to achieve best practice. We will use our resources efficiently, seeking to achieve further efficiencies without compromising the quality of our work.

3 About the role of the QAA on the GOsC Review

A GOsC review has three different forms:

- recognition review, for new courses seeking RQ status
- renewal review, for courses seeking to renew RQ status
- monitoring review, where the GOsC needs assurance about a particular course or provider.

All forms of a GOsC review share the same purpose, which is to enable the GOsC to make recommendations on approval to the Privy Council and to assure itself more generally that providers of osteopathic education are both preparing students who are fit to practise osteopathy, in accordance with the GOsC's Osteopathic Practice Standards, and capable of evaluating and enhancing their programmes of study.

There are key reference points that help review teams to determine how osteopathic courses and their providers are performing. These are:

- the GOsC's Osteopathic Practice Standards
- the GOsC's Guidance for Osteopathic Pre-registration Education
- the UK Quality Code for Higher Education, published by QAA.

For a GOsC review visit there are normally three visitors, who are accompanied by a review coordinator whose role is to manage the review and support the visitors and the provider. The review coordinator is your main point of contact with us throughout the review. A GOsC review usually involves a two-and-a-half-day visit to the provider and visits are normally held at the site or sites where the course is delivered, to allow the visitors to meet staff and students, and to observe teaching.

The visitors

Collectively, the visitors combine expertise in the practice and teaching of osteopathy with experience in the management of academic standards and quality in higher education. Their role is to determine whether the course and provider under review meet the expectations established by the key reference documents. In broad terms, this role entails:

- reading and commenting on the provider's self-evaluation
- making requests, via the review coordinator, for further documentation
- advising the review coordinator about arrangements for the visit, including the people whom the visitors wish to meet
- playing a full part in the visit, including gathering, verifying and sharing evidence, meeting staff and students and, for the specialist visitors, observing teaching and learning
- contributing sections of the draft report
- considering changes to the draft report based on the provider's comments
- commenting on the provider's action plan

- considering the fulfilment of conditions.

QAA provides more detailed guidance to visitors about their role in a separate [*Handbook for visitors*](#).⁸

⁸ www.qaa.ac.uk/reviews-and-reports/how-we-review-higher-education/general-osteopathic-council-review

4 The seven principles of public life

All applicants for public appointments are expected to demonstrate a commitment to, and an understanding of, the value and importance of the principles of public service. The seven principles of public life are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



5 Application form for role of a GOSc education visitor (Lay).

Please read the information pack which should help you complete the relevant forms required for consideration of your application. For convenience all forms can be downloaded from QAA's website, completed on your own PC, and returned by email to vacancies@qaa.ac.uk. If using hard copy please use black type or ink to assist with photocopying.

Part 1 - Your personal details

Surname		
Forenames		
Title		

Home address		
Postcode		
Home contacts	Phone	Mobile
	Email	

Work address (if applicable)		
Postcode		
Work contacts (if applicable)	Phone	Mobile
	Email	

Which address would you prefer us to use for correspondence?

Home Address

Business Address

Preferred e-mail address	
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Part 2 - Educational background

Dates	Educational establishments attended (most recent first)	Full-time/ part-time	Subjects studied	Level	Results/ grades

Please note: you will be asked to provide proof of qualifications if appointed.

Part 3 - Professional Career History

Please ensure that this section covers at least ten years of work experience.

Brief Description of Current Roles

In all role descriptions, please include:

- whether management, academic, research, or any other relevant role,
- your role on a day-to-day basis,
- any special features of the role that you wish to bring to the attention of the panel (with particular reference to the requirements of the person specification).

Position	
Business name and address / Name and address of employer	
Dates in role or dates of employment	
Main responsibilities	

(If you have more than one current role, please insert additional boxes to describe this.)

Part 4 - Previous Roles

Position	
Business name and address / Name and address of employer	
Dates in role or dates of employment	
Main responsibilities	

Position	
Business name and address / Name and address of employer	
Dates in role or dates of employment	
Main responsibilities	

Position	
Business name and address / Name and address of employer	
Dates in role or dates of employment	

Main responsibilities	
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Please insert additional sheets if necessary.

Part 5 - Professional registration

1. Do you have current General Osteopathic Council registration?

Yes:

Your GOsC Registration Number	
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No I am a lay applicant:

Part 6 – Have you at any time been convicted of an offence involving dishonesty or deception in the United Kingdom and the conviction is not a spent conviction?

No Yes If yes, please give details below:

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Part 7 – Have you at any time been convicted of an offence in the United Kingdom, and the final outcome of the proceedings was a sentence of imprisonment or detention, and the conviction is not a spent conviction?

No Yes If yes, please give details below:

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Part 8 – Have you ever been included in a barring list relating to the safeguarding of vulnerable groups?

No Yes If yes, please give details below:

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Part 9 – Have you ever been subject to an investigation by the General Osteopathic Council, or any other professional body, which resulted in conditions on your practice, suspension or removal?

No Yes If yes, please give details below:

Part 10 - Declaration of interests

Do you have any business or personal interests that might be relevant to the work that you have applied for?

No

Yes

If yes, please provide further details:

Part 11 - Supporting statement

You are invited to provide us with further relevant information in support of your application.
Please provide details that demonstrate how you meet the selection criteria on the person specification (including evidencing person attributes), which is attached at in the application pack under 'Qualities required for the role'.

Part 12 - References

Please supply the name, address, telephone number and email address of two referees. At least one of these referees should be able to verify your professional roles. Please also give the status of the referee (for example, colleague, line manager, personal reference, and so on).

Name	
Position	
How do you know them e.g a previous employer, client, friend.	
Address	
Telephone number	
Email	

Name	
Position	
How do you know them e.g a previous employer, client, friend.	
Address	
Telephone number	
Email	

Please ensure that you have fully completed all points on this application form, including the supporting statement and equality and diversity monitoring form below.

Declaration

I declare that the information given on this form is, to the best of my knowledge, true and complete. I understand that any false statements may be sufficient cause for my rejection or, if employed, dismissal.

Signature	
Date	

Our recruitment and selection procedures follow the data protection principles in accordance with the General Data Protection Regulation and the *Data Protection Act 2018*.

Please return this form to: vacancies@gaa.ac.uk

Please note that if you have not heard from us within three weeks of the closing date, your application has been unsuccessful on this occasion.

The Quality Assurance Agency for Higher Education. Registered charity numbers 1062746 and SC037786
General Osteopathic Council. Registered charity number 1172749