

**Office use only**

Application received: DD/MM/YY

Application no: **UPSU22143**

**Employment Application Form**

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| --- |
| Job Applied For: Projects Coordinator (Academic Success & Student Outcomes) |

**Introduction**

We have designed this application form to collect all the information we require to select candidates for interview. Please do not send CVs, as they will not be considered. You may use continuation sheets or re-type the whole form if you wish. Your data will be processed in line with our data protection policy which can be found on www.upsu.net.

**Education**

Please provide details of your education to date.

|  |  |  |
| --- | --- | --- |
| **Dates attended** | **Institution** | **Qualification and grade** |
|  |  |  |

**Training**

Please provide details of other training that you have attended to date.

|  |  |  |
| --- | --- | --- |
| **Dates attended** | **Training Provider** | **Qualification and grade**  **(if applicable)** |
|  |  |  |

## Employment History

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **(month & year)** | **Job Title and Employer** | **Description of Duties** | **Reason for leaving** |
|  |  |  |  |

Please provide details of your work experience (paid or unpaid) to date.

**Declaration**

Please confirm the following information:

|  |
| --- |
| Have you ever been convicted of a criminal offence? YES/NO  If yes, please give details (except for convictions regarded as spent under the Rehabilitation of Offenders Act 1974):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Experience**

We suggest that you pay particular attention to the job description and person specification when completing the following section. Please detail below how your experience is relevant to the position that you wish to apply for:

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| --- |
|  |

## Other information

Please use this section to tell is about anything else that is relevant to your application.

|  |
| --- |
|  |

**References**

We wish to contact your previous employer(s) or manager(s) to establish that you have the experience we need. We will ask them to verify your job role and activities. Please provide the names of at least two people who will be able to do this. We intend to contact these people only if you are selected for interview, but will make contact with them prior to interview. If this causes a problem for you please identify this in an accompanying letter.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Personal or  Professional | Address and Telephone number (email address optional) | May we approach now? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The Union is a MINDFUL EMPLOYER® ****

Developed, led and supported by employers, MINDFUL EMPLOYER® provides businesses and organisations with easier access to information and support for staff who experience stress, anxiety, depression or other mental health conditions.

If you would like to speak to someone about Mindful Employer and any additional help and support you may require, please contact Central Administration on centraladmin@upsu.net

**Applicant Personal Information**

To ensure applications are judged on merit and to ensure the Union employs Equal Opportunities best practice, this sheet will be separated from your application.

**Your Details**

|  |  |  |
| --- | --- | --- |
| Title | First Names | Surname |
| Address  Postcode | | |
| Email address | | |
| Daytime telephone number | | |
| Evening telephone number | | |
| Notice period required for current job | | |
| Where did you see this post advertised? | | |
| To enable us to conduct a fair and impartial recruitment & selection process, please state if you are related to, or have a close personal relationship with a current member of staff or member of the Board of Trustees at UPSU.  Providing this information will not affect your application in any way:  (please state NONE if not applicable) | | |
| Declaration  I declare that the details contained in this application are correct to the best of my knowledge and in particular that I have not omitted any material facts that have a bearing on my application.  Signed Dated: DD/MM/YY | | |

**Equal Opportunities Monitoring Form**

To ensure applications are judged on merit and to ensure the Union employs Equal Opportunities best practice, this sheet will not be linked to any information that can identify you and will be separated from your application and personal details form.

**Ethnic Origin:**

How would you classify your ethnic origin?

Black British Black African Black Caribbean Asian British

Asian Other White Other (please state) ………………………

**Disability:**

*The Disability Discrimination Act 1995 defines disability as “A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities. The disability could be physical, sensory or mental and must be expected to last at least 12 months”*

Do you have a disability as defined by the Disability Discrimination Act? YES/NO

Do you require any assistance to enable you to attend interview e.g. signing? YES/NO

If yes, what type of assistance?

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*Disabled applicants are invited to contact us in confidence at any point during the recruitment process to discuss steps that could be taken to overcome operational difficulties presented by the job, or if any adjustments or support are required.*