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**Office use only**

Application received: DD/MM/YY

Application no: **UPSU22168**

**Employment Application Form**

|  |
| --- |
| Job Applied For: Finance Team Leader  |

**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

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

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

**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:

|  |
| --- |
|  |

## 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) |
| DeclarationI 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: D D/M M/Y Y |

**Declaration**

Please confirm the following information:

|  |
| --- |
| Have you ever been convicted of a criminal offence? YES/NOIf yes, please give details (except for convictions regarded as spent under the Rehabilitation of Offenders Act 1974): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Equal Opportunities Monitoring and Support Request 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.

The University of Portsmouth Students Union aims to support its people to have the best experience while at work, enable all employees to be their authentic self and ensure processes, adjustments or support is put in place to ensure an equitable experience in our recruitment processes through to appointment. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We may benefit from supporting applicants with one or more of the protected characteristics to create a diverse workforce; if you feel comfortable please let us know how we can support you best. **While we need your help and co-operation to enable us to do this, filling in this form is voluntary.** The information provided will be kept confidential and will only be used for monitoring purposes. If you have any questions about the form contact jobs@upsu.net.

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

**White**

[ ]  English/Welsh/Scottish/Northern Irish/British

[ ]  Irish

[ ]  Any other White background, please describe:

[ ]  Prefer not to say

**Mixed/Multiple ethnic groups**

[ ]  White and Black Caribbean

[ ]  White and Black African

[ ]  White and Asian

[ ]  Any other Mixed/Multiple ethnic background, please describe:

[ ]  Prefer not to say

**Black/African/Caribbean/Black British**

[ ]  African

[ ]  Caribbean

[ ]  Any other Black/African/Caribbean background, please describe:

[ ]  Prefer not to say

**Asian/Asian British**

[ ]  Indian

[ ]  Pakistani

[ ]  Bangladeshi

[ ]  Chinese

[ ]  Any other Asian background, please describe:

[ ]  Prefer not to say

**Other ethnic group**

[ ]  Prefer not to say

[ ]  Any other ethnic group, please describe:

[ ]  **Prefer not to say**

**Gender**

[ ]  Male

[ ]  Female

[ ]  Intersex

[ ]  Non-binary

[ ]  If you prefer to use your own gender identity, please write in:

[ ]  Prefer not to say

Is the gender you identify with the same as your gender registered at birth?

[ ]  Yes

[ ]  No

[ ]  Prefer not to say

**What is your sexual orientation?**

[ ]  Heterosexual

[ ]  Gay

[ ]  Lesbian

[ ]  Bisexual

[ ]  Asexual

[ ]  Pansexual

[ ]  Undecided

[ ]  If you prefer to use your own identity, please write in:

[ ]  Prefer not to say

**What is your religion or belief?**

[ ]  No religion or belief

[ ]  Buddhist

[ ]  Christian

[ ]  Hindu

[ ]  Jewish

[ ]  Muslim

[ ]  Sikh

[ ]  Prefer not to say

[ ]  If other religion or belief, please write in:

**Disability:**

The University of Portsmouth Students’ Union is committed to doing whatever we can to support anyone with a visible, invisible, neurodiverse or any other disability. We would like to be able to support candidates by putting reasonable adjustments or support mechanisms in place that would allow for an equal opportunity from recruitment through to appointment.

Applicants are invited to contact us if you feel that any additional support would be beneficial to you in confidence at any point during the recruitment process. Applicants are invited to discuss steps that could be taken to overcome operational difficulties presented by the job, or if any adjustments or support are required. Please note, there will be other opportunities to share ways in which we can support candidates after the recruitment process if successful. If you require any assistance, support or adjustments, please tell us in the space below:

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**Do you have caring responsibilities? If yes, please tick all that apply**

[ ]  None

[ ]  Primary carer of a child/children (under 18)

[ ]  Primary carer of disabled child/children

[ ]  Primary carer of disabled adult (18 and over)

[ ]  Primary carer of older person

[ ]  Secondary carer (another person carries out the main caring role)

[ ]  Any other caring responsibility, please describe:

[ ]  Prefer not to say

Due to one or more of the above reasons, if you require flexible working hours, please can you detail your requirements below (e.g. flexible working, homeworking, compressed hours etc):

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