

## Application for Employment

***Our Vision: “transforming your student experience”***

Please read the whole form carefully before you begin to fill it in. Any statement made on the form that is false or misleading could invalidate any offer of employment that the Union of Students may make.

**Please email your completed application form to:** [**chris.meynell@derbyunion.co.uk**](mailto:chris.meynell@derbyunion.co.uk) **no later than: 10.00am**

**Monday 18th March 2019.**

**If selected please ensure you will be available to attend the compulsory full-day professional training delivered by Drinkaware to prepare you for and support you in the role on Wednesday 17th April 2019 at Kedleston Road, Derby.**

**Please note that CVs and other supporting literature will not be accepted or used in assessing your application for this post.**

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| **POST APPLIED FOR: Drinkaware Crew** | | | | | | | **REF: DC** | |
| **HOW DID YOU HEAR OF THIS VACANCY?** | | | | | | | | |
| **SURNAME:** | | | **FORENAME (S):** | | | | | |
| **ADDRESS:** | | | | | | | | |
| **EMAIL:** | | | | | | **TEL:**  **Please provide a landline and mobile telephone number.** | | |
| EDUCATION & TRAINING | | | | | | | | |
| Please give details of your full and part-time education and training since the age of 11 | | | | | | | | |
| School/College/Trainer | Dates Attended | FT/PT | | | Qualifications gained (level/grade) | | | Date |
|  |  |  | | |  | | |  |
| EMPLOYMENT | | | | | | | | | |
| If you have not had a job before please write “1st job” in the space below. | | | | | | | | | |
| Name/address of current or last relevant employer | | | | Title of job and description of duties | | | | | |
| Date started: | | | | Reason for wishing to leave/leaving | | | | | |
| Present salary: | | | |
| Notice required: | | | |

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| Please give details of your employment history, excluding your present employment. The dates in the left-hand column should be continuous: please include periods of unemployment, full-time education, and work in the home, service with the armed forces or other activities outside the job market. | | | |
| Date started –  date left | Name and address of employer | Post held | Leaving salary |
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| **ADDITIONAL iNFORMATION** |
| Please use this space to provide structured evidence of meeting the criteria of the job description for the role.  **PLEASE KEEP TO A MAXIMUM OF THIS PAGE ONLY.** |

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| **REFERENCE** | |
| Please give details of someone to whom reference can be made regarding your suitability for the post. This person should not be related to you and (if applicable) should be your current, or most recent, employer. May we approach your present employer prior to interview? YES/NO | |
| Name: |  |
| Address: |  |
| Tel:  Email: |  |
| Capacity in which known: |  |
| TIER 4 STATUS | |
| I hold a Tier 4 Visa: YES / NO. If yes and successful at interview the Union is required to complete a Right to Work Checklist and obtain original acceptable documents. | |
| YOUR HEALTH INFORMATION | |
| If you are appointed you will be asked to complete a health evaluation form to confirm your fitness for the post, we seek to provide an inclusive environment for all our employees, a completed health evaluation form will allow us to make reasonable adjustments. | |
| PRIVACY NOTICE | |
| The Union collects and processes personal data relating to its employees to manage the employment relationship. The Union is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. The information that you supply on this application form will be held and processed in line with the Data Protection Act 1998 and GDPR. | |
| YOUR DECLARATION | |
| I declare to the best of my knowledge I have made no statement in this application that is false or misleading. I understand the truth of this declaration will be a condition of my employment if I am appointed by the Union of Students and that any false or misleading information given may constitute grounds for dismissal at a later date.  I hereby apply for the post of:  Signed: Date: | |