## 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 send your completed application form to** [**sally.cunningham@derbyunion.co.uk**](mailto:sally.cunningham@derbyunion.co.uk)**, HR & Admin Manager no later than 9.00am on Monday 3rd June 2019.**

**Interviews will be held on Monday 10th June 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: Student Activities Administrator** | | | | | | | **REF: SAA** | |
| **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 |
|  |  |  | | |  | | |  |
| I hold a, current, full UK driving licence: YES / NO | | | | | | | | |
| EMPLOYMENT | | | | | | | | |
| **Please give full details of your present employment. Your present employer will not be approached without your permission. If you are now unemployed give details of your LAST relevant job.** | | | | | | | | |
| Name/address of current or last relevant employer  *(If you have not had a job before please write “1st job” in this space)* | | | | 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.  If you require further space, please attach *no more* than one A4 sheet. | |
| **REFERENCES** | |
| Please give details of two people to whom reference can be made regarding your suitability for the post. None of the referees should be related to you and one (if applicable) should be your current, or most recent, employer. May we approach your present employer prior to interview? YES/NO | |
| 1. Name: | 1. Name: |
| Address: | Address: |
| Tel:  Email: | Tel:  Email: |
| Capacity in which known: | Capacity in which known: |

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| 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: |
| MEASURING DIVERSITY *[1]* |
| The Union of Students is committed to be an Equal Opportunities employer. We wish to ensure that all applicants are treated fairly and appointed solely on their suitability for the post irrespective of race, gender, age, disability, caring responsibilities, sexual orientation, marital / civil partnership status, religion / belief or nationality. To help the Union measure how effective we have been in communicating with and attracting a diverse range of people to work with, you are requested to complete the Measuring Diversity form on pages 6 & 7.  We are sensitive to the fact that some people would rather not complete diversity forms - either because they fear the information will be misused, or because they consider some of the questions to be highly personal. We would like to put your mind at rest. We can assure you that the information being given is kept separately from the information used in recruitment decisions. This information will not be used to influence recruitment decisions. All information is strictly confidential, PURELY for statistical purposes and to ensure that policies are being applied fairly; it will only be shared with a restricted number of authorised personnel. We will not discriminate against individuals who decide not to complete the form. However, we ask that as many people as possible agree to help us measure diversity – because it matters to us. Copies of the Unions Equal Opportunities, Equality and Dignity at Work and Flexible Working Policies are available upon request. |

**POSITION APPLIED FOR:**

**WHERE DID YOU SEE / HEAR OF THIS VACANCY?:**

**GENDER** (*which of the following best describe how you think of yourself)*

Man: Woman: Mx: Prefer not to say:

**SEXUAL ORIENTATION**

Bisexual: Gay man: Gay woman/lesbian: Heterosexual/straight:

Other - please state: Prefer not to say:

**AGE**

Please state:

**RELIGION** (*how would you decsribe your religion or belief?)*

No religion (including Humanist, Atheist or Agnostic):

Buddihism: Hinduism: Islam: Judaism: Sikhism:

Christianity (including Church of England, Catholic, Protestant and all other Christian denominations):

Any other religion or belief – please state: Prefer not to say:

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| **DISABILITY STATUS**  What do we mean by “disability status”? The Equality Act of 2010 defines disability as: “a physical or mental impairment with long term, substantial adverse effects on ability to perform day to day activities.” |
| Examples of disabilities; we thought it might help you to answer the question if we provided a list of some conditions or impairments that could cause someone to describe themselves as "having a disability". It is not meant to be an exclusive list and is given for guidance only and is recommended by the Employers forum on Disability:   * Hearing, speech or visual impairments (If you wear glasses or contact lenses this is not normally considered a disability) * Co-ordination, dexterity, or mobility (Examples: polio, spinal cord injury, back problems, repetitive strain injury) * Mental health (Examples: schizophrenia, depression, severe phobias) * Speech impairment (Example: stammering) * Learning disabilities (Examples: Down’s syndrome) * Other physical or medical conditions (Examples: diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc) |

Do you consider yourself to have a disability?

Yes: If yes - please describe: No: Prefer not to say:

**ETHNIC CATEGORY** (*how would you best describe your ethnic group or background)*

**Asian – Asian British**

Bangladeshi: Chinese: Indian: Pakistani:

Any other Asian background - please describe:

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

Caribbean: African:

Any other Black / African / Caribbean / Black British background - please describe:

**Mixed / Multiple Ethnic groups**

White and Black Caribbean: White and Black African: White and Asian:

Other mixed / multiple ethnic backgrounds - please describe:

**Any other ethnic groups**

Arab: Any other ethnic group - please describe:

**White**

English / Scottish / Welsh / Northern Irish: Irish / British: Irish Gypsy / Traveller:

Any other White background - please describe:

**NATIONALITY**

Please state:

**MARITAL / CIVIL PARTNERSHIP STATUS**

Married / In a Civil Partnership: Single: Other: Prefer not to say:

**CARING RESPONSIBILITIES** (do you have caring responsibilities that exceed twenty hours a week? If yes, please tick all that applies)

Children (under 18): Disabled children: Disabled adult (18 and over):

Elderly (65 and over): Other:

**PREFER NOT TO ANSWER ANY OF THE ABOVE:**

*[1] The Union of Students have observed guidelines on measuring diversity from “How to Conduct Diverse Recruitment” provided by the Race for Opportunity website -* **race**.bitc.org.uk/