Employment Application Form

**RECRUITMENT COMMITMENTS**

At Worcester Students’ Union (WSU) we believe a fair recruitment process is the only way to find the best person for the job.

Our commitment to recruitment candidates are:

* **We will always blind shortlist for all vacancies**

Those reviewing your application will not see your personal details, ensuring our recruitment process is based on skills and experience.

* **We value equality and diversity**

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We want our organisation to reflect the diverse communities it serves; therefore, we are strongly committed to ensuring diversity and inclusion are embedded in our recruitment processes.

* **We will shortlist based on examples you have given in your application against the 'Person Specification'**

We are really keen to hear about how your experience helps you to meet the criteria outlined in a ‘Person Specification’, so please read this carefully.

Employment Application Form

**Please make sure that you have read the job description and person specification for the job you are applying for and have completed all sections of this application form. Please return your completed application form to** **nika.popovic@worc.ac.uk**

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| Position applied for: |
| Representation and Democracy Administrator  |
| 1. Personal Details
 |
| Surname: |  | **Forename(s):** |  |
| Title: |  | **Pronoun:** |  |
| Address: |  |  |  |
|  | **Email:** |  |
|  | **Mobile no:** |  |
| Postcode: |  | **Home no:** |  |

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| 1. Pre-assessment Questions
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| 1. Are you eligible to work in the UK?
 | Yes/No |
| 1. Have you ever been convicted of a criminal offence?
 | Yes/No |
| *If you answered yes to 2b, please specify (You are not required to detail spent convictions)* |  |
| 1. Please state where you saw this vacancy advertised:
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| 1. **Referees**
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| **Please give the name, position and address of two people who may be approached as referees in support of your application (one of whom should be your current or most recent employer (where applicable); neither should be related to you). Referees will be contacted after the interview stage.** |
| **Full Name:** |  | **Full Name:** |  |
| **Occupation of referee:** |  | **Occupation of referee:** |  |
| **Relationship to you:** |  | **Relationship to you:** |  |
| **Organisation/Institution:** |  | **Organisation/Institution:** |  |
| **Address:** |  | **Address:** |  |
|  |  |
|  |  |
| **Tel. No:** |  | **Tel. No:** |  |
| **Email:** |  | **Email:** |  |
| 1. **Declaration**
 |
| **I declare that the information given in this application is accurate and complete to the best of my knowledge. Any false statement may be sufficient cause for rejection or, if employed, may result in the termination of your employment. I agree that the information given on this form may be used for registered purposes under the Data Protection Act 1998 and General Data Protection Regulations (GDPR) May 2018.** |
| **Signature:** |
| **Date:** |

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| 1. Education and Qualifications *– start with most recent (if you are awaiting results, please state ‘pending’)*
 |
| Name of Institution: (secondary school/college/university)  | **Dates attended:** | **Qualifications gained and grade**  | **Date obtained:**  |
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| 1. Training and Development *– start with most recent*
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| Training Course Attended: | **Dates attended:** | **Course Details: (briefly bullet the nature of the training)**  |
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| 1. Employment History
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| Current or most recent employment – *paid or unpaid*  |
| Name of Employer: |  |
| Address: |  |
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| Position Held: |  |
| Date Started: |  | **Leaving date (if applicable):** |  |
| Current/Final Salary:  | *For part time roles, please state hourly rate and number of hours* |
| Reason for Leaving: |  |
| Period of Notice:  |  |
| Give a brief description of the duties, scope and responsibilities of this role:  |
| *
*
*
 |
| Previous Employment – *please give details of your previous work history, including voluntary or unpaid work, beginning with the most recent and explaining any gaps*  |
| Date from: |  | **Date to:**  |  |
| Employer: |  | **Job Title:** |  |
| Salary: |  | **Reason for leaving:** |  |
| Duties included:*
*
 |
| Date from: |  | **Date to:**  |  |
| Employer: |  | **Job Title:** |  |
| Salary: |  | **Reason for leaving:** |  |
| Duties included:*
*
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| Date from: |  | **Date to:**  |  |
| Employer: |  | **Job Title:** |  |
| Salary: |  | **Reason for leaving:** |  |
| Duties included:*
*
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| Date from: |  | **Date to:**  |  |
| Employer: |  | **Job Title:** |  |
| Salary: |  | **Reason for leaving:** |  |
| Duties included:*
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| 1. **Supporting Statement**
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| **Please use this space to give us information and examples that demonstrate your skills and abilities, and your suitability for the post, thinking about what is contained within the person specification and job description (please keep this to a maximum of two A4 pages)** |
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| 1. **Additional Information**
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| **Please use this section to provide any additional information you feel is relevant to your application or any commitments you have which you would like us to be aware of.**  |
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