**APPLICATION FOR EMPLOYMENT**

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| **Please do not send in a CV as a substitute for any part of the form**. If a particular section does not apply to you, please write N/A in the space provided. We will treat the information you give us as private and confidential. |

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| **Post applied for/reference** |
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| **How did you become aware of this vacancy?** |

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| **First name(s)** |  | **Surname** |

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| **Address** |  | **Title (Mr/Mrs/Miss/Ms/Dr)** |
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|  | **Telephone (Main)** |
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|  | **Telephone (Other)** |
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|  | **Email** |

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| **Postcode** |  | **National Insurance Number** |

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| **Disclosure and Barring Service Check**  A DBS disclosure is sought for all successful applicants. UCB Guild adheres to the DBS Code of Practice. |
| **Do you consent to us applying for an enhanced disclosure certificate should you be offered the post? (Y/N)** |

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| **Criminal Convictions**  This post is covered by Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Therefore, applicants are required to disclose criminal convictions. For further information, please refer to the application form guidance notes. |
| **Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? (Y/N) If yes, please give details.** |

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| **Eligibility to work in the UK**  Applicants selected for interview will be required to provide original documentation as proof of eligibility. |
| **Are you eligible to work in the UK? (Y/N)** |
| **Do you need a work permit to work in the UK? (Y/N)** |

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| **Disability**  Please note that the following questions are asked in accordance with the Equality Act 2010. For further information, please refer to the application form guidance notes. |
| **Do you consider yourself to have a disability? (Y/N) If yes, please give details.** |
| **If you have a disability, can we make any particular arrangements to assist you at interview?** |

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| **General Information** |
| **Are you related to any employee of UCB or UCB Guild of Students? (Y/N) If yes, please give name and relationship to you.** |

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| **Work History**  **Current or most recent employer**  If you are not currently employed, please provide details of your most recent employment. | | | | |
| **Are you currently employed?** | **Yes** |  | **No** |  |

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| **Name of employer** |  | **Job title/position** |

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| **Address** |  | **Date employed from (MM/YYYY)** |
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|  | **Date employed to (MM/YYYY)** |
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|  | **Reason for leaving or wanting to leave** |
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|  | **Notice period** |

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| **Basic salary £** |  | **Allowances £** |
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| **Any other benefits** | | |

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| **Duties and responsibilities** |

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| **Previous employer(s)**  Please list all previous employment, starting with the most recent. | | | | |
| **From (MM/YYYY)** | **To**  **(MM/YYYY)** | **Employer** | **Job title/position** | **Reason for leaving** |
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| **Secondary Education**  Please complete this section as fully as possible, giving details of the qualifications obtained and dates of award. Please note that any offer of employment may be subject to verifying the accuracy of this information, and you will be asked to provide original documents prior to offer. | | | | |
| **Name of school** | **From (MM/YYYY)** | **To (MM/YYYY)** | **Title of qualification(s)**  (e.g. GCSE) | **Subject(s) taken and grade(s) awarded** |
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| **Further Education**  Please complete this section as fully as possible, giving details of the qualifications obtained and dates of award. Please note that any offer of employment may be subject to verifying the accuracy of this information, and you will be asked to provide original documents prior to offer. | | | | |
| **Name of further education institution** | **From (MM/YYYY)** | **To (MM/YYYY)** | **Title of qualification(s)**  (e.g. A-level/AS level/QCF/NVQ) | **Subject(s) taken and grade(s) awarded** |
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| **Higher Education**  Please complete this section as fully as possible, giving details of the qualifications obtained and dates of award. Please note that any offer of employment may be subject to verifying the accuracy of this information, and you will be asked to provide original documents prior to offer. | | | | |
| **Name of higher education institution** | **From (MM/YYYY)** | **To (MM/YYYY)** | **Title of qualification(s)**  (e.g. first degree/postgraduate qualification/diploma) | **Subject(s) taken and grade(s) awarded** |
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| **Membership of Professional Bodies**  Please provide details of any professional bodies to which you belong, including level/grade of membership and registration number, if applicable. | | | | |
| **Name of body** | **Date of membership**  **(YYYY)** | **By examination**  **(Y/N)** | **Level/grade of membership** | **Registration number** |
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| **Requirements of the Person Specification** |
| The following sections are for you to provide any information which you think will support your application.  The information you provide should relate to the Job Description and should clearly address the criteria outlined in the Person Specification. The shortlisting panel will match the criteria outlined in the Person Specification to the evidence provided in your application.  This is an opportunity for you to demonstrate how you meet each of the criteria outlined in the Person Specification and to show us how you can communicate succinctly and cogently to bring a large amount of information down to its most important points. |

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| **Experience** |
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| **Knowledge** |
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| **Skills and personal qualities** |
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| **Values and Ethics** |
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| **References** |
| Please provide two persons to whom an approach may be made with reference to your work history and experience. At least one of these should be your current or most recent employer. Friends or relatives are not considered appropriate as a referee.  It is your responsibility to ensure that the individuals you nominate as referees consent to you providing their contact details on this form.  In line with the requirements of the General Data Protection Regulations, your consent will be sought prior to requesting reference information. |

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| **Reference 1**  Current or most recent employer | | |
| **Name** |  | **Job title/position** |
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| **Organisation** |  | **Relationship to you** |

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| **Address** |  | **Telephone** |
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|  | **Fax** |
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|  | **Email** |
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|  | **Website** |

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| **Reference 2**  Other referee | | |
| **Name** |  | **Job title/position** |
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| **Organisation** |  | **Relationship to you** |

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| --- | --- | --- |
| **Address** |  | **Telephone** |
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| **Declaration** | | |
| I declare to the best of my knowledge that the information I have given is a true and accurate record. I understand that if I fail to disclose information, or have given incorrect information, this may result in an offer of employment being withdrawn or subsequent disciplinary action or dismissal if employed by UCB Guild of Students.  I consent to the information provided on this application form being held and processed by University College Birmingham Guild of Students in accordance with the Data Protection Act 1998, General Data Protection Regulations and the Guild Data Protection policy.  **Note for applicants:** It is essential that you indicate your consent to the Guild holding and processing your personal data by signing and dating this form in the fields below. If you are completing the form electronically, please type in your name and the date using standard text. If you do not sign this application form, the University is not entitled to hold your data and the application will be rejected. | | |
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| **Signature:** |  | **Date:** |

**EQUALITY AND DIVERSITY**

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| In order to promote diversity and monitor the effectiveness of our policies, we record the ethnicity, age and gender of employment applicants.  Personal data is held and processed in accordance with the Data Protection policy and used for statistical analysis only.  Please note that the information you provide in this section is removed prior to application shortlisting.  If you do not consent to supplying this information, please place an ‘X’ in the box: |

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| **First name(s)** |  | **Surname** |
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| **Post applied for/reference** | | |
|  | | |
| **Gender** | | |
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| **Date of birth (DD/MM/YYYY)** | | |

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| **Ethnic Origin** | | | |
| **11** White - British |  | **33** Asian or Asian British – Bangladeshi |  |
| **12** White – Irish |  | **34** Chinese |  |
| **13** White – Scottish |  | **39** Other Asian background |  |
| **14** Irish Traveller |  | **41** Mixed - White and Black Caribbean |  |
| **19** Other White background |  | **42** Mixed - White and Black African |  |
| **21** Black or Black British - Caribbean |  | **43** Mixed – White and Asian |  |
| **22** Black or Black British – African |  | **49** Other Mixed background |  |
| **29** Other Black background |  | **80** Other Ethnic background |  |
| **31** Asian or Asian British – Indian |  | **90** Not known |  |
| **32** Asian or Asian British – Pakistani |  | **98** Information refused |  |