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| **Application For Employment** | |  |
| This information will be treated as confidential and will not be disclosed without your permission. When completing this form please use type or handwritten black ink.  We are required under the *Data Protection Act 1998* to inform you that some date you have supplied will be held on computer or paper-based files. | **Please return the completed forms to:**  University of Cumbria Students’ Union  Bowerham Road  Lancaster  LA1 3JD  Or email:  [Amy.Kenny@Cumbria.ac.uk](mailto:StephanieJayne.Anderson@Cumbria.ac.uk) | |

**1. Personal Details**

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| Application for the post of:  **Student Engagement Facilitator** | Closing Date:  **Midday 5th February 2020** |
| Family Name: | First Name: |
| Private Address: | Telephone Numbers:  Home:  Work:  Mobile: |
| Email Address: | Holder of a full current driving license:  Yes No |

**2. Eligibility**

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| Under the Asylum and Immigration Act 1996 we are obliged to ask you for proof of entitlement to work in the UK.  Do you require a permit/visa to work in the UK? Yes No |

**3. Present or most recent employer**

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| Present/most recent post: | Date appointed: |
| Name of employer: | |
| Address: | Salary:  Period of notice required: |
| Reasons for leaving/wishing to leave: | |

**4. Previous Employment**  
Please list all details of full-time and part-time work, paid or unpaid, including any periods of self-employment. Starting with the most recent first, you should account for any gaps in employment.

**Date from Date To Employer Post Held Salary**

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**5. Education and Qualifications**

With reference to the person specification, please list all your qualifications that are relevant to the position. Indicate any study in progress. Please note you will be required to bring original certificates if interviewed. Use another sheet of paper if required.

**Date(s) Level Awarding Body Subject/Course Title Grade**

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**6. Supporting Statement**

Please show how your experience, skills and knowledge meet the criteria as set out in the Person Specification, providing demonstrable examples. You may prefer to submit this on a separate sheet. Please note that CVs will not be accepted in substitute of a supporting statement, nor any other section of this application form.

**7. Disability**

Please indicate if you are registered disabled or have a disability of which UCSU should be aware:

**8. Rehabilitation of Offenders Act 1974**

(Under the Rehabilitation of Offenders Act 1974, spent convictions need not be declared)

Have you ever been convicted of a criminal offence? YES NO

If yes please give details:

**9. Other**

Are you related to or do you have a personal relationship with any UCSU Officer or employee?

YES NO If yes, please state who:

Please indicate where you saw the advertisement for this post:

**10. References**

Please give details of three references, one of whom MUST be your present employer, or, if not in employment, your immediate past employer. Please note references will be taken up once a conditional offer is made and accepted, not prior to interview.

**Name Status Address (inc. postcode) Email Telephone Number**

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**11. Declaration**

I certify that to the best of my knowledge, the information given on this form is correct. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to verification.

Have you completed and enclosed the Equal Opportunities monitoring form? Yes

Date:

Signed: