# APPLICATION FORM

**PERSONAL DETAILS**

|  |
| --- |
| **Candidate Number:**  (office use) |

|  |
| --- |
| **Position Applied For:** |

|  |  |
| --- | --- |
| **FULL NAME** | **ADDRESS** |
| **Title:** |  |
| **Forename (s):** |  |
| **Surname:** |  |
| **Previous Surname:** | **Postcode:** |

|  |  |
| --- | --- |
| **Home Telephone:** |  |
| **Mobile:** |  |
| **Email Address:** |  |

|  |
| --- |
| **Current notice period:** |

|  |
| --- |
| **Where did you hear about the vacancy?** |

|  |
| --- |
| **Eligibility to work in the UK: To comply with legislation, all candidates must provide documentary evidence of**  **their right to work in the United Kingdom.**  Are you legally permitted to work in the United Kingdom?  Have you any limitations of which we should be aware in considering your application? |

**Union of Kingston Students is committed to the active promotion of equal opportunities in the recruitment and selection process and the training, promotion and employment of its staff. As part of the process of implementing the Equality & Diversity policy, we operate a monitoring system which provides data for the regular review of the Policy.**

**We would therefore appreciate it if you would answer the questions in the Equal Opportunities Monitoring section of this form. This information will be treated as confidential. Please note that the Personal Details and Equal Opportunities Monitoring section of the application form will be separated from your application form on receipt, before shortlisting of candidates takes place, so will not be seen by the shortlisting/interview panel.**

**Union of Kingston Students is aware of the sensitive nature of this information and will understand if you choose not to fully complete the Equal Opportunities Monitoring section of this application form. Please note that your application will receive exactly the same consideration, irrespective of your decision to complete this section of the application form or not. Please tick this box if you agree for the information provided below to be used for monitoring purposes.** 🞎

|  |  |
| --- | --- |
| **EQUAL OPPORTUNITIES MONITORING** | |
| **Gender:** (please circle) | Female / Male / Trans / Prefer not to say |
| **Date of Birth:** |  |
| **How do you define your sexual orientation:** (please circle) | Bisexual / Gay Woman / Gay Man / Heterosexual / Other / Prefer not to say |
| DISABILITY | |
| **Do you consider yourself to have a disability / impairment covered by the Equality Act (2010)?**  Please circle as appropriate: Yes/No  Is there anything we need to know in order to offer you a fair selection process at interview?  Should you be successful in your appointment, please can you state below any specific arrangements that we would need to make in order to accommodate you? | |
| **ETHNICITY – Please tick** | |
| |  |  |  |  | | --- | --- | --- | --- | | Asian / Asian British - Bangladeshi |  | Mixed – Any other Mixed Origin |  | | Asian / Asian British - Indian |  | Mixed – White & Asian |  | | Asian / Asian British - Pakistani |  | Mixed – White & Black African |  | | Asian / Asian British - other |  | Mixed – White & Black Caribbean |  | | Black / Black British - African |  | White - British |  | | Black / Black British - Caribbean |  | White - Irish |  | | Black / Black British - other |  | White – other White background |  | | Chinese |  | Any other (please state) |  | | |

**RELIGIOUS BELIEFS – Please circle**

|  |
| --- |
| Atheism / Buddhism / Christianity / Hinduism / Islam / Judaism / Sikhism / Other |

**REFERENCES**

Please give the name and addresses of at least two persons who have supervised you in a professional capacity who may be consulted regarding your suitability for this post. One reference should be your present or most recent employer. References should cover the current and preceding 5 year period.

Offer of employment will be subject to the receipt of at least 2 satisfactory references.

|  |  |
| --- | --- |
| **Referee 1** | |
| **Full Name:** |  |
| **Position:** |  |
| **Company:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone No:** |  |
| **Email Address:** |  |
|  |  |
| |  |  | | --- | --- | | **Referee 2** |  | |  |
| **Full Name:** |  |
| **Position:** |  |
| **Company:** |  |
| **Telephone No.** |  |
| **Email Address:** |  |
|  |  |
| **Referee 3** |  |
| **Full Name:** |  |
| **Position:** |  |
| **Company:** |  |
| **Telephone No:** |  |
| **Email Address:** |  |
|  |  |

May we seek references prior to interview? Yes/No

(Circle as appropriate)

**DECLARATION**

**TO BE COMPLETED BY ALL APPLICANTS**

By signing and returning this application form, I consent to Kingston University Students’ Union obtaining, keeping, using and producing information relating to my application in line with requirements of the Data Protection Act 1998. I understand that if I am appointed this application form will become part of my personnel file and that if I am not appointed, in accordance with the Data Protection Act, all manual and electronic records will be deleted after a period of 6 months from all relevant filing systems.

If it is found that any of the information provided in my application is false or if I have knowingly concealed any fact concerning my eligibility for this post, my name will be withdrawn as a candidate.

I certify the information provided in this application (and any further information enclosed), is correct.

I declare that all entries on this form are correct and complete. I accept that providing deliberately false information may result in my dismissal, if I am appointed.

Signed: ……………………………………………………. Dated: ……………………………...

|  |
| --- |
| **Candidate Number:** (office use) |

|  |
| --- |
| **Position Applied For:** |

|  |  |
| --- | --- |
| **CURRENT OR LAST EMPLOYER** | |
| **Company Name** |  |
| **Type of business** |  |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of duties** |  |
| **Reason for leaving** |  |
| **Period of notice required** |  |
| **PREVIOUS EMPLOYER 1** | |
| **Company Name** |  |
| **Type of business** |  |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of duties** |  |
| **Reason for leaving** |  |
| **PREVIOUS EMPLOYER 2** | |
| **Company Name** |  |
| **Type of Business** |  |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of duties** |  |
| **Reason for leaving** |  |
| **PREVIOUS EMPLOYER 3** | |
| **Company Name** |  |
| **Type of Business** |  |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of duties** |  |
| **Reason for leaving** |  |
|  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EDUCATION AND TRAINING**  **Please note that offers of employment are subject to proof of all relevant qualifications** | | | | | |
| **Education** | **University/College/ School** | | | **Subject & Qualification** | **Grade** |
|  | | |  |  |
| **Professional Qualifications** | **University or College attended** | | | **Subject & Qualification** | **Grade** |
|  | | |  |  |
| **Training, please enter details of any relevant training not mentioned above** | **College, Training Body or Organisation and dates attended** | | | **Subject & Qualification** | **Grade** |
|  | | |  |  |
| **OUTSIDE INTERESTS/HOBBIES** | | |
| **Please give details of hobbies and interests** | |  | | | |
| **VOLUNTEERING** | | |
| **Please give details of any volunteering activity that you currently undertake and who for** | |  | | | |

|  |  |
| --- | --- |
| **PREVIOUS APPLICATIONS** | |
| **Have you applied for paid employment with Kingston University Students’ Union before? If so please enter details of the positions which you have applied for.** |  |
| **SUPPORTING INFORMATION** | |
| Please indicate why you are interested in this post and how your experience is relevant, addressing the criteria and competencies of the job description and person specification (please use additional sheet where necessary). Please do not submit your CV in response to this section. | |