Please note this form will be held securely and all the information supplied will be dealt with in line with our Privacy Policy and Notices. For further details about how Liverpool Hope Students’ Union handles your data, please visit [www.hopesu.com/privacy](http://www.hopesu.com/privacy)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post Details** |  | | | |
| **Initials of First Name** | |  | **Surname** |  |

**References**

## Please give details of two referees, one of whom should be your most recent employer. Additionally, you must also give details of your current HR Department. Referees should not be related to you. Unless indicated otherwise, we may contact your referees at an appropriate stage in the recruitment process. All references will be contacted if you are offered the position.

**Present/Most Recent Employer**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **In what capacity do you know this referee** | |  | | | **May we approach before interview**? | | Yes  No |
| **Job title of referee** | |  | | | | | |
| **Name** | |  | | | | | |
| **Name and address of organisation** | | |  | | | | |
|  | | | | | | | |
|  | | | | **Postcode** | |  | |
| **Telephone** |  | | | **Mobile** | |  | |
| **Email** |  | | | **Fax** | |  | |

**Second Referee**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **In what capacity do you know this referee** | |  | | | **May we approach before interview?** | | Yes  No |
| **Job title of referee** | |  | | | | | |
| **Name** | |  | | | | | |
| **Name and address of organisation** | | |  | | | | |
|  | | | | | | | |
|  | | | | **Postcode** | |  | |
| **Telephone** |  | | | **Mobile** | |  | |
| **Email** |  | | | **Fax** | |  | |

**Current HR Department**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **In what capacity do you know this referee** | |  | | | **May we approach before interview?** | | Yes  No |
| **Job Title of referee** | |  | | | | | |
| **Name** | |  | | | | | |
| **Name and address of organisation** | | |  | | | | |
|  | | | | | | | |
|  | | | | **Postcode** | |  | |
| **Telephone** |  | | | **Mobile** | |  | |
| **Email** |  | | | **Fax** | |  | |

**Employment (Please start with present/most recent)**

If table is full please continue on a separate sheet as an attachment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current Salary (present only)** |  | **Period of notice** |  | |
| **Employer** | **Dates**  **(from – to)** | **Position Held** | | **Reason for leaving** |
|  |  |  | |  |

**Education & Qualifications** (most recent history first)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Institution**  If table is full please continue on a separate sheet as an attachment | **Dates**  **From-To** | **Level** | **Grade** |
|  |  |  |  |

**Professional Membership/Qualifications**

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Dates**  **From-To** | **Level** |
|  | **If table is full please continue on a separate sheet as an attachment** |  |

## Training (Most Recent First)

If **table** is full please continue on a separate sheet as an attachment

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of Institute** | **Dates**  **From-To** | **Course Title** | **Grade** |
|  |  |  |  |

|  |
| --- |
| **Additional Information in Support of Application**  Please refer to the Person Specification and Job Details in order to provide relevant examples of evidence to highlight your skills, knowledge and abilities. (Continue on a separate sheet if required) |
|  |

If table is full please continue on a separate sheet as an attachment. **Do not write past the bottom line of this box**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |