 **APPLICATION FOR EMPLOYMENT**

|  |
| --- |
| Job Title: |

Liverpool Hope Students’ Union actively promotes equal opportunities, aimed at treating all applicants for employment fairly. Job applicants will be considered purely on the basis of suitability for the job in question. If you have any difficulties in completing the form, contact the SU on 0151 291 3706. The completion of the Equal Opportunities Monitoring Form is necessary for the purposes of ensuring that the Union’s Equal Opportunities policies are being successfully implemented.

Please complete the Application Form in **BLACK INK.**

**PART A**

|  |  |
| --- | --- |
| **PERSONAL INFORMATION** Ο **Tick one choice** | |
| **Title: Ο Mr Ο Mrs Ο Miss Ο Ms Ο Dr Ο Other – Please specify** | |
| **Forename(s):** | **Surname**: |
| **Previous Surname (*if applicable)* \*** | **National Insurance No**. |

\***This information may be required in order to check qualifications etc. of the short listed / successful applicants and to assist, where necessary, with references.**

|  |  |  |
| --- | --- | --- |
| Home Address: | | Correspondence Address (if different to home address): |
| Home Tel: | Mobile | Email: |

**Please indicate if you will require a work permit:** Ο Yes Ο No

*If you are not a UK or EC national you may not be eligible to work in the UK without a work permit*

**Please indicate if you have a Full Driving Licence:** Ο Yes Ο No

*Complete only if indicated on the enclosed job description*

**PART B**

|  |  |  |
| --- | --- | --- |
| EDUCATION & TRAINING | | |
| **Schools & Colleges (attended from age 11)** | **Qualifications Obtained**  **(‘O’/’A’ Levels, GCSE or equivalent)** | **Grade** |
| **Further/Higher Education (establishments attended)**  (Please continue on a separate sheet if necessary) | **Qualifications Obtained** | **Grade** |

|  |
| --- |
| **Professional Training/Qualifications with levels attained (Please indicate any study in progress together with the expected date of completion):** |
| **Other relevant training courses with dates:** |

**PART C – If Applicable**

|  |  |  |
| --- | --- | --- |
| PRESENT OR LAST EMPLOYER | | |
| **Employer:** | **Position Held:** | |
| **Address:** | **From:** | **To:** |
| **Duties:** | |
| **Notice Required:** |
| **Reason for leaving your present/last employer:** |
| **Current or last salary:** |

**PART D**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT** | | | | |
| **Employer’s Name & Address**  *(Please continue on a separate sheet if necessary)* | **From** | **To** | **Position Held & Nature of Duties** | **Reason for Leaving** |

**PART E**

|  |
| --- |
|  |
| **In this section please give any additional information to support your application for this post and show the panel how your previous skills and experience meet the requirements of this role. *Please continue on a separate sheet if required*.** |

**PART F**

|  |
| --- |
| REHABILITATION OF OFFENDERS ACT 1974 |

It is Union policy to judge applicants on the basis of their ability to do the job applied for. Convictions will only be taken into account where they are considered relevant to the job. Therefore answering ‘yes’ to the following question will not necessarily bar you from employment. Every application is considered on its merits.

Have you ever been convicted of an offence which is not regarded as ‘spent’ under the Rehabilitation of Offenders Act 1974\*?

If ‘Yes’, please give details:

O Yes O No

\*Certain posts require that you disclose any conviction, caution or binding over, including ‘spent’ convictions under the terms of the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and Rehabilitation of Offenders Act (Exceptions) (Amendments) Order 1986.**

If the post for which you are applying requires such a disclosure, this will be indicated on the Further Particulars you have received with this application form. In such cases, and if you are successful in your application for this post, the Union will undertake a Criminal Records Bureau check in accordance with the Home Office Circular 44/86.

**Information about the Rehabilitation of Offenders Act can be obtained from your local Probation Office.**

**PART G**

|  |
| --- |
| REFEREES |

Please give the names and addresses of two people (other than relatives or friends) with recent and relevant knowledge of you and your work. **One should be your current or most recent employer if applicable.** No offer of employment will be made until references have been received.

**Present or Most Recent Employer (if applicable)**

|  |  |
| --- | --- |
| **Name & Title:** | **Address:** |
| **Position Held:** |
| **Tel:** | **Email:** |

**May we approach your present employer for a reference before interview?**

Ο Yes Ο No Ο N/A

**Other Referee**

|  |  |
| --- | --- |
| **Name & Title:** | **Address:** |
| **Position Held:** |
| **Tel:** | **Email:** |

**PART H**

|  |
| --- |
| DATA PROTECTION |

All parts of the information on this form may be stored in manual and/or computer files and used for the purposes of Human resources administration. Such use will be subject to the Data Protection Act 1998.

**PART I**

|  |
| --- |
| CANVASSING |

Are you related to any member of the Union or Liverpool Hope University?

Ο Yes Ο No

If ‘Yes’, please give details:

**PART J**

|  |
| --- |
| DECLARATION |

When could you start employment with Liverpool Hope Students’ Union?

**PART K**

|  |
| --- |
| DECLARATION |

* You are required to sign the declaration below certifying that all the information you have provided is accurate, and that you agree with the information provided being processed within the guidelines of the Data Protection Act 1998.
* Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.

I **declare that the information on this form is correct and I have omitted nothing that, to the best of my knowledge, might affect this application**

#### Signature: Date: