

University of Huddersfield Students' Union Standard Employment Application Form



Notes and Instructions

This application form has been designed to be completed electronically. Please expand any tables as necessary, noting where there are limits to the length of your answers. Do NOT complete any shaded areas.

Before answering the following questions, please make sure that you have read the accompanying Person Specification carefully. Short listing is done on the basis of information contained on the Application Form. We therefore advise you to give the fullest description of your skills, qualifications and experience in relation to the Person Specification so that we may consider your application most favourably.

Your Personal Details and Equal Opportunities form will be separated from your application on receipt.

Returning your Application

- Please return this form by email,
- State in the subject line the "Application for (*name of the post*)"
- Email to the address stated in the job information pack.
- The deadline for return of forms is stated in the information pack. Please note the Students' Union will not consider forms received after the deadline and applications must be received by 9am on the deadline day.

If you require any assistance in completing this application form, or have additional enquiries about the post please contact us.

University of Huddersfield Students' Union, Queensgate, Huddersfield. HD1 3DH.

Tel: 01484 538 156 Fax: 01484 432 333

E-mail: students.union@hud.ac.uk Web: www.huddersfieldstudent.com

Personal Details & Declarations

Post applied for:			
Family name:			
First name:			
Address			
Home Telephone		May we call you on this number?	Yes / No
Mobile Telephone		May we call you on this number?	Yes / No
Work Telephone No		May we call you on this number?	Yes / No
Email address			

References:			
Please give the name of two referees (one of whom should be your present or most recent employer/line manager). Please note all references will be requested by email so please ensure you provide the email addresses.			
Referee No 1:			
Name		Job Title	
Organisation		Email	
Phone No		Address	
Please say in what capacity and for how long you have known this person			
If short-listed, may we contact them prior to interview? (Delete as appropriate)			Yes / No

Referee No 2:			
Name		Job Title	
Organisation		Email	
Phone No		Address	
Please say in what capacity and for how long you have known this person			
If short-listed, may we contact them prior to interview? (Delete as appropriate)			Yes / No

Health:	
Please give details of any operation, disability or serious illness, which might affect your performance in the job.	

Please indicate if you have any preferred mode of working that you would like us to consider (Please tick or describe preferences)			
	Yes	No	Comment if applicable
Term Time only			
Part Time			
Full Time			
Job Share			
Length of notice or date you could start if offered the post:			
The information pack states the planned interview date. Please confirm that date and that you will be available for interview	Date		
	Available?	Yes / No	

Before answering the next question please refer to notes available from http://www.huddersfieldstudent.com/jobs	
<p>Eligibility to Work in the UK</p> <p>The Immigration, Asylum and Nationality Act 2006 makes it illegal for an employer to employ staff ineligible to work in the UK. Note the Students' Union will make checks on eligibility prior to the commencement of employment.</p>	
Are you eligible to work in the UK? (Please delete as appropriate)	YES / NO
<p>Criminal Convictions and Criminal Records Bureau Checks</p> <p>This post is covered by the Rehabilitation of Offenders Act 1974. This means you must provide details of only those criminal convictions that are not 'spent' under the terms of the Act. You may wish to contact the Probation Service about whether any convictions are regarded as spent before signing the declaration. This information will be kept in confidence and will be discussed with short listed applicants at the interview, only if the conviction is considered relevant to the post.</p> <p>Some post within the Students' Union will require post holders to undertake a Criminal Records Bureau Disclosure. Please note criminal record or conviction is not necessarily a barrier to employment with the students' union</p>	
Do you have any un-spent criminal convictions (Please delete as appropriate)	YES / NO
If successful do you consent to have a Criminal Records Bureau Disclosure enquiry. (Please delete as appropriate)	YES / NO
<p>If short-listed for interview, you will be asked to sign this declaration at interview.</p> <p>I declare that the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form I give my consent to sensitive personal information being recorded and stored.</p>	
Signed	Date

Education:

Please provide details of your education from high/secondary school starting with the most recent. Use a separate row for each establishment, adding rows as needed.

Name of establishment	Dates attended		Subjects studied / Qualifications gained
	From	To	

Training and professional development:

Please provide details of training you have undertaken starting with the most recent. Add additional rows as required.

Provider	Course length / level	Subjects covered

Work & Professional Experience:

Please provide details of your employment and professional experience starting with the most recent. Use one row for each post held and add additional rows as necessary. Please indicate if posts held were voluntary or paid and full or part-time posts.

Dates from / to	Name of organisation	Post held and brief description of responsibilities	Reason for leaving

How you meet the criteria for this post.

Please refer to the person specification and detail below, with examples of how you meet each of the criteria. Please do not use a typeface smaller than 10 point

University of Huddersfield Students' Union

Equal Opportunities Monitoring Form

Important.

This sheet is separated from all other parts of your application upon receipt at University of Huddersfield Students' Union. All information is treated in the strictest confidence. This data is captured for monitoring purposes and will not be used as part of any selection process.

Although we encourage you to, there is no obligation to complete this part of your application, or answer all of the questions.

Position applied for:	
GENDER (Please tick/cross)	
Female	
Male	
Transgender	
DISABILITY	
Do You have a disability	YES / NO
If Yes are you registered Disabled	YES / NO
ETHNICITY - (NB these categories are recommended by the Commission for Racial Equality) Please tick / cross which ethnic group you belong to	
White	
Black-Caribbean	
Black-African	
Black-Other (Please specify)	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Other (please specify) :	
SEXUALITY - Would you describe yourself as:	
Heterosexual	
Gay	
Bisexual	
Lesbian	
DEPENDANTS - Do you have responsibility for the care of dependants?	YES / NO
AGE (your current age):	
Where did you hear about this vacancy?	