**APPLICATION FORM – PART 1**

**INFORMATION**   
You should complete this form electronically or in black ink.

**Please return the completed form to:**Human Resources**,** Edinburgh University Students' Association  
5/2 Bristo Square**,** Edinburgh EH8 9AL

Or by email to [jobs@eusa.ed.ac.uk](mailto:jobs@eusa.ed.ac.uk)

Please complete all relevant areas of the application form, providing as much detail as possible. Please note that sections 2 and 3 will be separated from the application form by the HR Department prior to being shared with Hiring Managers for shortlisting purposes.

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| --- | --- | --- | --- |
| **Post applied for:** |  | **Date of application:** |  |

**PERSONAL INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Surname:** |  | **Forename(s):** |  | **Title:** |  |
| **Address:** |  | | | | |
|  | | | | | |
| **Home phone number:** | |  | | | |
| **Mobile phone number :** | |  | | | |
| **Email address:** | |  | | | |
|  | | | | | |
| **Where did you find out about this post?** | |  | | | |
| **Are you a student?\*** | |  | | | |
| **Do you currently or have you previously worked for the Students’ Association?** | |  | | | |
| **Do you require a permit to work in the UK?** | |  | | | |

**\***If you are a full-time student then you would only be employed to work 15 hours during term time.

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| **For office use only** | | | | | |
| **Received** | **Acknowledged** | **Eligibility** | **Pass sift** | **Date of interview** | **Offered** |
|  |  |  |  |  |  |

**EMPLOYMENT**

Please detail your employment history, listing from most recent. You should include full or part-time jobs. Please also explain any gaps in your employment history. Continue on a separate sheet if necessary.

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| --- | --- | --- | --- | --- | --- |
| **Start date**  **(month/ year)** | **End date**  **(month/ year)** | **Employer**  **(name and address)** | **Job title** | **Key responsibilities** | **Reason for leaving/ notice period** |
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**EDUCATION AND TRAINING**

Please give details of your education, qualifications and training relevant to the application, including any work based/professional qualifications, specialist in house training or short courses etc. Please list from most recent.

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| --- | --- | --- | --- | --- | --- |
| **Name of institution** | **Date from**  **(month/ year)** | **Date to**  **(month/ year)** | **Subjects taken** | **Level of qualification** | **Date awarded or expected** |
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**MEMBERSHIP OF PROFESSIONAL BODIES**

Please provide details of any professional bodies/ institutions you have membership to:

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| --- | --- | --- |
| **Name of institution** | **Member from**  **(month/ year)** | **Membership level** |
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**ADDITIONAL INFORMATION**

Please give details below of your experience, knowledge and skills and explain why you think they are relevant to the requirements of the post by referring to the person specification and job description. You should provide examples and evidence of previous relevant experience and achievements and how you have used specific skills. Continue on a separate sheet if necessary.

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**How do you see this post fitting in with your past and future career?**

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**Why do you want this particular role and why do you want to work for Edinburgh University Students’ Association?**

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**REFERENCES**

Please give details of two referees that we may approach for references should you be offered a position. One should be your present employer (last employer if not currently employed) and both should have first-hand knowledge of your qualifications and experience. Where applicable, references should cover a period of no less than 3 years from the date of application – in such circumstances additional references may be requested. Please be assured that we will not approach your current employer without an offer of employment being made and accepted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | | | |
| **Employer:** |  | | **Position:** |  |
| **Address:** |  | | | |
| **Email address:** | |  | | |
| **Contact telephone number:** | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:** |  | | | |
| **Employer:** |  | | **Position:** |  |
| **Address:** |  | | | |
| **Email address:** | |  | | |
| **Contact telephone number:** | |  | | |

**DECLARATION**

By submitting your personal data and application, you:

* confirm that you have read, understood and accepted the statements set out in our candidate privacy notice;
* confirm that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal; and
* are giving your consent to the processing of the information contained in this application and any other personal data you may provide separately in the manner and to the extent described.

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| --- | --- |
| **Name (capitals):** |  |
| **Signature:** |  |
| **Dated:** |  |

***Please note:*** *Should you submit an electronic version of this application you will be requested to sign this at interview should you be successful.*

**DECLARATION – PART 2**

**CRIMINAL CONVICTIONS**

Do you have any criminal convictions? (You do not have to disclose convictions which are ‘Spent’ within the meaning of the Rehabilitation Act 1974)

Yes  No  If ‘yes’ please provide details below.

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*The Rehabilitation of Offenders Act 1974 was introduced to ensure that ex-offenders who had not re-offended for a period of time after their original conviction are not discriminated against when applying for jobs. Under the Act, any conviction for a criminal offence can be regarded as ‘spent’ provided that the conviction does not carry a sentence excluded from the Act, such as a custodial sentence of more than 2½ years, and no further convictions occur within the rehabilitation period.*

***Should you be in any doubt whether a conviction is spent or not, you should take advice before completing your application. Failure to disclose a conviction under this Act will disqualify you from employment.*** ***Any information provided will be treated in utmost confidence.***

***Please note that a criminal record will not automatically exclude your application from this or any other selection process within Edinburgh University Students’ Association.***

*For further information regarding disclosing a criminal background and formal processes can be found on the following website:* ***www.nacro.org.uk***

***Additional Guidance:***

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| --- | --- |
| **Name (capitals):** |  |
| **Signature:** |  |
| **Dated:** |  |