

Edinburgh Napier Students' Association

Job Application Form



Please complete this application form in full and send it along with the Equal Opportunities Monitoring Form to HR@napierstudents.com. You may also send your CV along with your application form.

(Note that a CV without this application form will not be considered)

APPLICATION FOR: (JOB TITLE)

YOUR DETAILS

Name:

Address:

Postcode:

Phone:

E-mail:

EDUCATION AND QUALIFICATIONS

Please give details:

EMPLOYMENT HISTORY

Your current or most recent employer

Name of employer:

Address:

Postcode:

Length of time with employer:

Job title:

Pay:

Reason for leaving:

Duties:

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs. Include the name of the employer, dates, job title, general duties and skills you used.

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SUPPORTING STATEMENT

Please tell us why you are applying for this job and, with reference to the job description and person specification, why you think you are the best person for the role. Use specific examples to demonstrate your suitability. (Maximum word length = 1000)

SUPPORTING STATEMENT (CONTINUED)

Please continue your statement below if you could not fit it all in to the previous page.

INTERVIEW ARRANGEMENTS

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

RIGHT TO WORK IN THE UK

I can confirm that I have the right to work in the UK: Yes No

Please note that ENSA is not able to sponsor candidates who do not already have the right to work in the UK.

REFERENCES

Please give the names and contact details of two people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Referee 1

Referee 2

DECLARATION

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Signature:

Date:

(You may type your name if submitting electronically)

OFFICE USE ONLY

Unique ID Number

Please send this form along with the Equality Monitoring Form and your CV to HR@napierstudents.com.