**Operations & Finance Coordinator, Glasgow School of Art Student’s Association (GSASA), Application Form**

Please complete all sections of this form electronically in Word or a compatible alternative. Answer all the questions in the spaces provided. You can add pages/space if there isn’t enough room on the form to write your answers.

**Your Details:**

|  |  |
| --- | --- |
| Full Name: |  |
| Address: |  |
| Email Address: |  |
| Contact Number: |  |
| Pronouns: |  |

|  |  |
| --- | --- |
| How did you find out about this job? |  |
| Please confirm you currently have the right to work in the UK, or briefly explain your current status: |  |

**Declaration for all candidates:**

|  |  |
| --- | --- |
| * I declare that the information given on this form is correct. * I understand that, if appointed, any false information later revealed could result in my dismissal. | |
| **Signature (e-signatures are accepted):** |  |
| **Date** |  |

**Education, Qualifications, and Training:**

(please give details of any education, qualifications, or training relevant to the role:)

**Employment History:**

|  |  |
| --- | --- |
| Name of current employer (or most recent employer) |  |
| Job Title |  |
| Dates From - To |  |
| Current salary or wage |  |
| Notice Period |  |
| Approximate start date (if appointed) |  |
| Reason for leaving or wishing to leave |  |

(please provide a brief description of your duties and responsibilities, 200 words maximum, bullet points are acceptable:)

**Below, please provide a brief description of your duties and responsibilities (200 words)**

**Previous Employment and Voluntary Positions:**

(Please detail all previous employment and other work experience relevant to the post)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organisation | Job Title or Role  & Key Responsibilities | Dates From - To | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Cover Letter:**

Provide a detailed breakdown of how your experiences, skills, and attributes meet each of the requirements of the person specification for the role. Please try to give tangible evidence that proves you meet the criteria (1000 words max):

**References**

Please provide the names of two people who can tell us about your previous experience and work and/or can comment on your suitability for the job. We will not contact them until you have been offered the post if you are successful. Appointments cannot be made without receipt of satisfactory references.

Referee One

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Position |  |
| Address |  |
| Email Address |  |
| Contact telephone number |  |

Referee Two

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Position |  |
| Address |  |
| Email Address |  |
| Contact telephone number |  |

**Information for Disabled Candidates**

The GSA Students’ Association recognises that disabled people face barriers to participating in work and can face discrimination when applying for employment. For this reason, where disabled candidates meet the essential criteria for the post, they will be given an interview for the post. This is permitted by the Equality Act, 2010.

**You must demonstrate on your application form that you meet the essential criteria as stated in the person specification before we can interview you.** A request under the guaranteed interview policy does not guarantee a job. At interview, the best candidate will be offered the post.

If you wish to be considered under this policy and/or require any reasonable adjustments at the interview, please complete the declaration below.

Any information you give will only be used for these purposes and will be destroyed following the completion of the recruitment process.

**Would you like to be considered for interview under the terms of the Guaranteed Interview Policy?**

**(Yes/No)**

|  |
| --- |
| Do you require any reasonable adjustments at interview? If yes, please describe below.  Please note, you can still request reasonable adjustments, regardless of whether you wish to be considered for interview under the terms of the Guaranteed Interview Scheme. |
|  |