**PART A** (Confidential, Part A will be removed and not used for shortlisting purposes)

Please refer to guidance notes before completing this application Form.

|  |  |
| --- | --- |
| **Applicant Number (office use only)** |  |
| **Post Applied For** | Admin Assistant |

**PERSONAL INFORMATION**

1. **Personal Details**

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| **Personal Details** |
| **Name** |  | **Home Address** |
| **Mobile Number** |  |  |
| **Home Number** |  |
| **Email** |  |

1. **General**

Please give two referees. One must your current or most recent employer, the other could be a character reference. Referees cannot be a relative or a close friend. Please indicate if referees can be contacted prior to interview.

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| **Name** |  | **Work Name & Address** |
| **Job Title** |  |  |
| **Tel. Number** |  |
| **Email**  |  |
| **Relationship** |  |
| **Contact prior to interview (tick as appropriate): Yes** [ ]  **No** [ ]  |

|  |  |  |
| --- | --- | --- |
| **Name** |  | **Work Name & Address** |
| **Job Title** |  |  |
| **Tel. Number** |  |
| **Email**  |  |
| **Relationship** |  |
| **Contact prior to interview (tick as appropriate): Yes** [ ]  **No** [ ]  |

|  |  |
| --- | --- |
| Current Post Title |  |
| Period of notice required by current employer  |  |
| Are there any dates when you will be unavailable for interview?  |  |
| **Interviews will be held in person.** Are there any adjustments that the Students’ Union will need to make, should you be invited to interview?  |  |
| Are there any restrictions to your residence in the UK, which might affect your right to take up employment?  | Yes [ ]  No [ ]  If yes, please provide details |
| If you are successful in your application, will you require a work permit prior to taking up employment?  | Yes [ ]  No [ ]   |
| How did you find out about the post? |  |

**Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. Unsuccessful applications will be destroyed after 6 months.

If you succeed in your application and take up employment with us, the personal information that you give us will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties’ information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form you agree to the processing of personal data, (as described above) and in accordance with our registration with the Information Commissioner.

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| **DECLARATION**  |
| I declare that to the best of my knowledge and belief the information given is correct and complete. I understand that the Students’ Union reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information I have provided to the Students’ Union is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and, if required by the Students’ Union, any medical reports or disclosure check. Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**The University of the West of Scotland Students’ Union is an Equal Opportunities Employer**

APPLICATION FORM - PART B

1. **Employment History** (starting with current or most recent post)

**Please do not adjust box sizes or font size.**

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| --- | --- | --- | --- |
| **Post Title** |  | **Reason for Leaving** |  |
| **Employer’s name** |  | **Employer’s address** |  |
| **Start & End Date** |  |
| **Responsibilities, experience gained, key achievements**  |
|  |
| **Post Title** |  | **Reason for Leaving** |  |
| **Employer’s name** |  | **Employer’s address** |  |
| **Start & End Date** |  |
| **Responsibilities, experience gained, key achievements**  |
|  |
| **Post Title** |  | **Reason for Leaving** |  |
| **Employer’s name** |  | **Employer’s address** |  |
| **Start & End Date** |  |
| **Responsibilities, experience gained, key achievements**  |
|  |
| **Post Title** |  | **Reason for Leaving** |  |
| **Employer’s name** |  | **Employer’s address** |  |
| **Start & End Date** |  |
| **Responsibilities, experience gained, key achievements**  |
|  |

Please continue on a separate sheet if necessary (Detailing a maximum of 4 additional positions**)** giving page number and title heading.

1. **Educational, Technical & Professional Qualifications**

Please name any institute or professional body in full and include attainment level. School qualifications do not need to be included if you have a college, university or professional qualification.

**Please do not adjust box or font sizes. Text must be kept within the sizes given**

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| --- | --- | --- |
| **Institute** | **Qualification gained** | **Date Achieved** |
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Please continue on a separate sheet if necessary giving page number and title heading.

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| 1. Are you able to work flexibly – i.e. some evening and weekend work?
 | YES [ ]  NO [ ]  |

1. **Personal Development**

Include any courses, membership, voluntary work which you consider relevant**.**

**Please do not adjust box sizes. Please continue on a separate sheet if necessary giving page number and title heading.**

|  |  |  |
| --- | --- | --- |
| **Institute** | **Qualification gained, if any** | **Date** |
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1. **Meeting the Person Specification (Refer to Guidance Notes)**

You may use headings to structure your statement. Your statement must not be longer than two pages.

**Please do not adjust box or font sizes.**

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| **Experience, Skills and Knowledge**  |
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| **EXPERIENCE SKILLS & KNOWLEDGE**  |
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