**Application for Employment**

* **Please complete all sections of the application form below.**
* **CVs and additional sheets will not be accepted unless specifically requested in the advert.**

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| **APPLICATION FOR THE POST OF:** | | |
| **Vacancy Ref No. / Title:** | MSC – Jan 2020 | Media Sales Coordinator |

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| **PERSONAL DETAILS** | | | |
| **Last name:** |  | **First Name(s):** |  |
| **Title**: |  |  |
| **Address**: |  | **Email:** |  |
|  | | **Telephone Work:** |  |
|  | | **Telephone Home:** |  |
| **Post Code:** |  | **Telephone Mobile:** |  |
| **Please indicate your preferred telephone number(s) for contact:** | | | **Work / Home / Mobile** |

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| **QUALIFICATIONS** | | | |
| **Please include all relevant qualifications you currently hold and those you are working towards.** | | | |
| **Qualification level and subject** | **Grade** | **Place of Study** | **Dates from/to:** |
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| **TRAINING / PROFESSIONAL MEMBERSHIPS** | | |
| **Please list relevant training or professional memberships,**  **e.g. short courses, professional bodies etc.** | | |
| **Course / Membership** | **Date** | **Training Provider / Professional Body** |
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| **CURRENT OR MOST RECENT EMPLOYMENT** | |
| **Employer’s Name & Address:** |  |
| **Job Title:** |  |
| **Salary/Grade:** |  |
| **Date started job:** |  |
| **Date started with employer:** |  |
| **Notice Required / Date left:** |  |
| **Reason for seeking new employment:** |  |
| **Outline of main duties and responsibilities:** |  |

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| **PREVIOUS EMPLOYMENT** | | | | |
| **Employer:** | **Dates to/from:** | **Job Title:** | **Brief Outline of Duties:** | **Reason for leaving:** |
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| **Please provide a brief explanation for any gaps in your employment history:** | | | | |
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| **If you have been dismissed from any employment, please provide details:** | | | | |
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| **ASSESSMENT AGAINST ESSENTIAL AND DESIRABLE CRITERIA** |
| * **Please describe over no more than two pages how you meet the essential and desirable criteria of the person specification as outlined in the job description.** * **CVs and additional sheets should not be submitted unless specifically requested in the advert.** |
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| **Eligibility to Work in the UK**  You must be eligible to work in the UK or meet the requirements of the Home Office Points Based Immigration scheme. | | | |
| **Are you an EEA / EU citizen?** |  | **Are you eligible to work in UK without restriction?** |  |
| **Please provide details e.g. what type of visa do you have/what is the expiry date**  **(mandatory, if applicable)**: | | | |

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| **Criminal Convictions**  Criminal convictions disclosed on this form will only be taken into account in so far as they are assessed to be relevant by USSU. Spent convictions will only be taken into account where the job is exempt from the Rehabilitation of Offenders Act 1974 (this will be stated in the job advert where relevant). | |
| **Have you ever been convicted of a criminal offence or do you have prosecutions pending?** |  |
| **If ‘yes’ please provide details:** | |

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| **ACCESS REQUIREMENTS AND FACILITIES** |
| **Please give details of any arrangements or facilities you may require to enable you to attend an interview for the post for which you are applying (e.g. sign language interpreter, level access etc).** |
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| **DRIVING – PLEASE COMPLETE IF RELEVANT TO THE POSITION APPLIED FOR** | |
| Do you hold a current driving licence? |  |
| If so, what type? |  |
| Do you have any current/pending driving endorsements or convictions? |  |
| If “Yes” please provide details: | |

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| **REFEREES** | | | |
| **Please give details of two referees, with at least one from your most recent employer(s).**  **Note: we may contact any previous employer for a reference if you are successful.**  **Students should provide referees from your most recent educational establishment.** | | | |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Address:** |  | **Address:** |  |
| **Telephone:** |  | **Telephone:** |  |
| **Email:** |  | **Email:** |  |
| **How long have you known this referee and in what capacity?** | | **How long have you known this referee and in what capacity?** | |
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| **DATA PROTECTION ACT 1998** |
| **All personal information that you provide will be held and processed in accordance with the requirements and safeguards of the Data Protection Act 1998. Sunderland SU will use the information provided by you only for the purposes stated in the relevant section of the application form, or for anonymised statistical monitoring. Sunderland SU retains information about job applicants for 6 months. For successful candidates, application forms are retained on the personal file and information from both parts of the application form is held electronically for contractual and statistical monitoring purpose.** |
| **By submitting this form, you are actively indicating your understanding and acceptance of the following:**   * To the best of your knowledge the information you have given on this form is correct and may be used as part of your contract of employment. * You consent to the processing of your data for the purposes described in the ‘Data Protection’ section of this form. * Any of the following will disqualify your application or, in the event of discovery after appointment, may result in the termination of your employment:   + Deliberately giving false, incomplete or misleading information.   + Failure to disclose unspent criminal convictions within the meaning of the Rehabilitation of Offenders Act 1974. * You will be responsible for registering with the Independent Safeguarding Authority where the job involves regulated activity within the meaning of the Safeguarding Vulnerable Groups Act 2006. |