**APPLICATION FOR EMPLOYMENT**

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| Job Title: |

Chester Students’ Union actively promotes equal opportunities, aimed at treating all applicants for employment fairly. Job applicants will be considered purely on the basis of suitability for the job in question. If you have any difficulties in completing the form contact the organisation at [CSU@chester.ac.uk](mailto:CSU@chester.ac.uk). Completed Application Forms should be emailed to [CSU@chester.ac.uk](mailto:CSU@chester.ac.uk).

An Equal Opportunities form which is optional and has no bearing on your application [can be found here.](https://www.surveymonkey.co.uk/r/CSUDiversityMonitoringForm)

Please submit this form in Word. PDF’s cannot be accepted.

**PART A**

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| EDUCATION & TRAINING | | |
| **Schools & Colleges** | **Qualifications Obtained**  (‘O’/’A’ Levels, GCSE or equivalent) | Grade |
| **Further/Higher Education** (establishments attended)  (Please continue on a separate sheet if necessary**)** | **Qualifications Obtained** | Grade |

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| Professional Training/Qualifications with levels attained (Please indicate any study in progress together with the expected date of completion): |
| Other relevant training courses with dates: |

**PART B – If Applicable**

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| PRESENT OR LAST EMPLOYER | | |
| Employer: | Position Held: | |
| Address: | From: | To: |
| Duties: | |
| Notice Required: |
| Reason for leaving your present/last employer: |
| Current or last salary: |

**PART C**

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| **PREVIOUS EMPLOYMENT** | | | | |
| Employer’s Name & Address  *(Please continue on a separate sheet if necessary)* | From | To | Position Held & Nature of Duties | Reason for Leaving |

**PART D**

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| In this section please give any additional information to support your application for this post and show the panel how your previous skills and experience meet the requirements of this role. *Please continue on a separate sheet if required*. |

**PART E**

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| **PERSONAL INFORMATION** | |
| Title: | |
| Forename(s): | Surname: |

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| Home Address: | | Correspondence Address (if different to home address): |
| Home Tel: | Mobile: | Email: |

**Please indicate if you will require a work permit:** Yes No (delete as applicable)

**PART F**

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| REFEREES |

Please give the names and addresses of two people (other than relatives or friends) with recent and relevant knowledge of you and your work. **One should be your current or most recent employer if applicable.** No offer of employment will be made until references have been received. No references will be contacted without your consent.

**Present or Most Recent Employer (if applicable)**

|  |  |
| --- | --- |
| Name & Title: | Address: |
| Position Held: |
| Tel: | Email: |

**Other Referee**

|  |  |
| --- | --- |
| Name & Title: | Address: |
| Position Held: |
| Tel: | Email: |

**PART G**

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| DATA PROTECTION |

All parts of the information on this form may be stored in manual and/or computer files and used for the purposes of Human resources administration. Such use will be subject to the Data Protection Act 1998.

**PART H**

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| CANVASSING |

Are you related to any member of the Union or University of Chester? **Yes/No** (Delete as applicable)

If ‘Yes’, give details:

**PART I**

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| REHABILITATION OF OFFENDERS ACT 1974 |

It is Union policy to judge applicants on the basis of their ability to do the job applied for. Convictions will only be taken into account where they are considered relevant to the job. Therefore answering ‘yes’ to the following question will not necessarily bar you from employment. Every application is considered on its merits.

Have you ever been convicted of an offence which is not regarded as ‘spent’ under the Rehabilitation of Offenders Act 1974\*?

If ‘Yes’, give details:

Yes/No (delete as applicable)

\*Certain posts require that you disclose any conviction, caution or binding over, including ‘spent’ convictions under the terms of the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and Rehabilitation of Offenders Act (Exceptions) (Amendments) Order 1986.**

If the post for which you are applying requires such a disclosure, this will be indicated on the Further Particulars you have received with this application form. In such cases, and if you are successful in your application for this post, the Union will undertake a Criminal Records Bureau check in accordance with the Home Office Circular 44/86.

**Information about the Rehabilitation of Offenders Act can be obtained from your local Probation Office.**

**PART J**

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| DECLARATION |

When could you start employment with Chester Students’ Union?

**PART K**

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| DECLARATION |

* You are required to sign the declaration below certifying that all the information you have provided is accurate, and that you agree with the information provided being processed within the guidelines of the Data Protection Act 1998.
* Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after appointment, in summary dismissal.

**I declare that the information on this form is correct and I have omitted nothing that, to the best of**

**my knowledge, might affect this application.**

#### Signature: Date: