

**Employment Application Form**

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| Position applied for |  |

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| **Contact Information** |

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| Title |  | | |
| Surname |  | Forename(s) |  |
| Address (for correspondence) | |  | |
| Email Address | |  | |
| Telephone Number (home) | |  | |
| Telephone Number (mobile) | |  | |
| National Insurance Number | |  | |
| Please tell us where you heard about this vacancy | |  | |

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| **Education** (Please start with your most recent qualifications) |

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| --- | --- | --- | --- |
| Institution | Subject/Qualifications/Course | Dates | Grade |
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| --- | --- |
| Membership of Professional Bodies | |
| Professional Body / Association | Current Status / Membership Number |
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| Details of relevant training courses (including date of course) |
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| **Employment History** |

Provide a full history of employment including part time work, voluntary work and periods of post-secondary education or training, starting with your present/last employer. Please ensure that you provide explanations for periods when not in employment, education or training and the reasons for leaving.

**Current/Most Recent Employer**

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| --- | --- | --- | --- |
| Employer  Name and Address | Job title and brief description of duties | Dates of employment | Salary |
|  |  |  |  |
| Reason for leaving |  | Notice required |  |

**Previous Employment**

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| --- | --- | --- | --- | --- | --- |
| Employer  Name and Address | Job title and brief description of duties | From | To | Salary | Reason for leaving |
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| **Statement of Suitability** |
| Please provide clear examples of your ability, knowledge, experience and skills against the criteria on the person specification, focusing on the essential criteria. |

Please continue on separate sheets, if required (no more than two further sides of A4).

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| **References** |

Please give the name and address of two referees, one of which must be your current and most recent employer (if applicable). References cannot be from relatives or from people writing solely in the capacity of friends.

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| Name |  | Job Title |  |
| Address | |  | |
| Email Address | |  | |
| Telephone Number | |  | |
| Relationship to Applicant | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Job Title |  |
| Address | |  | |
| Email Address | |  | |
| Telephone Number | |  | |
| Relationship to Applicant | |  | |

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| **Work Eligibility** |
| Do you have a current right to work in the UK? Yes No  (If no, please provide details) |

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| **Data Protection** |
| The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of Edge Hill Students’ Union and in connection with any subsequent employment, unless otherwise indicated.  The personal data will be initially controlled by or on behalf of Edge Hill Students’ Union and will be retained only for as long as is permitted in data protection legislation (General Data Protection Regulation (GDPR)).  If your application for employment is unsuccessful, your application is retained for a maximum of 6 months and then destroyed. If you are successful, your application form will form the basis of your employee personal file which we will hold throughout your employment and for a period of 6 years following you leaving the Company. Equal Opportunities information is used for statistical monitoring purposes which is not related to named individuals.  In order to process the personal data you provide for this application and otherwise for the purposes indicated, your personal data may be disclosed to a third party organisation providing administration or other relevant services to Edge Hill Students’ Union.  By submitting your personal data and application, you are:   * declaring that the information provided in the application form is accurate and true * giving your consent to the processing, transfer and disclosure of all   information submitted by you during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, administration of training and absence records, performance and conduct reviews, administration of remuneration, provision of references, and any other activities directly related to your employment   * declaring that you have read, understood and accepted the statements set out in this data protection clause   ﻿Edge Hill Students’ Union is an equal opportunities employer and is detemined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. |

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| **Declaration** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).  **Signed:**        **Dated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please send your completed application form to:**

**By email:** [**supeople@edgehill.ac.uk**](mailto:supeople@edgehill.ac.uk)