**CORE STAFF**

**JOB APPLICATION FORM**

**&**

**EQUAL OPPORTUNITIES MONITORING**

**UNIVERSITY OF WOLVERHAMPTON STUDENTS’ UNION**

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**RECRUITMENT**

Full job descriptions and person specifications can be found on our website.

<https://www.wolvesunion.org/opportunities/jobs/>

**Notes & Instructions**

This application form has been designed to be completed **electronically**. Please expand any tables as necessary, noting where there are limits to the length of your answers. Do **not** complete any shaded areas.

Before answering the following questions, please make sure that you have read the accompanying Job Description and Person Specification carefully. Short listing is undertaken on the basis of information contained in your job application. We therefore advise you to give the fullest description of your skills, qualifications and experience in relation to the Person Specification so that we may consider your application most favourably.

Your Personal Details and Equal Opportunities Monitoring Form will be separated from your application on receipt.

**Returning your Application**

* Please return this form by email (a CV will not be accepted)
* State in the subject line the “Application for (insert job title)”
* Email to [Recruitment.wolvesunion@wlv.ac.uk](mailto:Recruitment.wolvesunion@wlv.ac.uk)
* The deadline for return of forms is stated in the advert. Please note the Students’ Union will not consider applications received after the deadline.

If you require any assistance in completing this application form, or have additional enquiries about the position please email [Recruitment.wolvesunion@wlv.ac.uk](mailto:Recruitment.wolvesunion@wlv.ac.uk)

**PART ONE: PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title** |  |
| **Full name** |  |
| **Address** |  |
| **Mobile Telephone** |  |
| **Email address** |  |

**To work in the UK you need a National Insurance number as it is used to process deductions for tax and NI from your pay.**

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| --- | --- |
| **National Insurance Number** |  |
| **Do you require a work permit to work in the UK?** | Yes/No  If Yes  Date Visa Expires |

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| **If appointed, what date would you be able to commence?** |  |

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| **Where did you see the vacancy advertised?** |  |

**FURTHER INFORMATION**

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| --- | --- |
| **Eligibility to Work in the UK**  The Immigration, Asylum and Nationality Act 2006 (as amended) makes it illegal for an employer to employ staff ineligible to work in the UK.  Prior to you commencing your employment you will be required to produce original documents that confirm your right to work in the UK, and any offer of employment/engagement will be dependent upon you being able to demonstrate that you have the right to work in the UK. Please refer to the eligibility to work in the UK document contained on the website.  <https://www.wolvesunion.org/pageassets/opportunities/jobs/Eligibility-to-Work-in-UK(1).doc> | |
| **It would be helpful if you would confirm the following:**  **Are you eligible to work in the UK?** (Please delete as appropriate) | Yes/ No |
| **Criminal Convictions and Disclosure and Barring Service Checks**  The Rehabilitation of Offenders Act 1974 gives people with spent convictions and cautions the right not to disclose them when applying for most jobs. Please note that you are not required to detail spent convictions unless the Rehabilitation of Offenders Act 1974 states you must do so.  This information will be kept in confidence and will be discussed with short listed applicants at the interview, only if the conviction is considered relevant to the post.  Some posts within the Students’ Union will require post holders to undertake a Disclosure and Barring Service Check. We will provide you with details of any steps that you will need to take in order to obtain this check.  Please note that criminal record or conviction is not necessarily a barrier to employment with the Students’ Union. | |
| **Do you have any criminal convictions (Please delete as appropriate)**  **(if yes please provide further details of your conviction in the box below):** | Yes/ No |
|  | |
| **If successful do you consent to a Disclosure and Barring Service Check?** (Please delete as appropriate) | Yes/ No |

**PART TWO: THE JOB APPLICATION**

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| --- | --- |
| **Position Applied For:** |  |

**Education and Qualifications**

Please start with the most recent.

|  |  |  |
| --- | --- | --- |
| **Dates**  **from / to** | **Secondary/School/University** | **Qualifications gained and grades** |
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**WORK & PROFESSIONAL EXPERIENCE**

Please provide details of your employment and professional experience **within the last three years**, starting with the most recent. Use one row for each post held and add any additional rows as necessary. Please indicate if posts held were voluntary or paid, and full or part time posts.

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| **Dates**  **from / to** | **Name of organisation** | **Post held and brief description of responsibilities** |
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**SKILLS DEVELOPMENT**

**Additional Information - Why should we hire you?**

Please describe your skills or experience gained through study, voluntary activity or work, which you feel makes you suitable for the position you are applying for. Remember to refer to the Person Specification as this is what we are looking for and the criteria against which we will shortlist candidates.

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| **DECLARTION**  I confirm that to the best of my knowledge, all the information given by me in this application form is correct, and I possess all the qualifications that I claim to hold. I acknowledge that if any of the information is false, inaccurate, misleading or materially incomplete, this may cause the Students’ Union to withdraw an offer of employment or render me liable to summary dismissal.  The Students’ Union will process the personal data enclosed in this application form and any other recruitment information provided by you (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process) in order to make decision about your recruitment or appointment and to check that you are legally entitled to work in the UK and, if applicable, equal opportunities monitoring. You will be provided with further written information concerning the processing of your personal data as may be required from time to time under the Data Protection Act 1998 (as amended) and/or the forthcoming General Data Protection Regulation (as applicable) (“Data Protection legislation”). The Students’ Union confirms that it will process your personal data in a lawful manner and in accordance with the Data Protection Legislation. | | | |
| **Name** |  | **Date** |  |

**PART THREE: EQUAL OPPORTUNTIES**

**MONITORING**

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

**This sheet is separated from all other parts of your application upon receipt at the University of Wolverhampton Students’ Union. All information is treated in the strictest confidence. This data is captured for monitoring purposes only and will play no part in the recruitment process**.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence and will not be placed on your personnel file.

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| **Current Age** |  |
| **Marital Status** |  |
| **Nationality** |  |

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| --- | --- | --- | --- | --- |
| **GENDER (Please tick relevant box)**  (If you are undergoing gender reassignment, please use the gender you identify with.) | | | | |
| Male |  | Female |  |  |
| Self-define as other (please state) | | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GENDER IDENTITY (Please tick relevant box)**  Do you identify as transgender/transsexual? | | | | |
| Yes |  | No |  |  |

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| **DISABILITY**  The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months. The Students’ Union is aware of its legal obligations under the Equality Act 2010 and is committed to equality of opportunity. | | |
| Do you consider that you have a disability under the Equality Actwhich will affect your ability to undergo the recruitment process? **Please tick relevant box)** | Yes | No |
| Used to have a disability but have now recovered | | Don’t know |
| If yes please provide further details below and also please specify any reasonable adjustments that you consider we could make in order to assist you with your application or the recruitment process: | | |
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| **ETHNICITY**  Please tick which ethnic group you belong to and/or specify if selecting ‘Other’ | |
| White - British |  |
| White - Irish |  |
| White - Other (please specify) |  |
| Black or Black British - Caribbean |  |
| Black or Black British - African |  |
| Black or Black British - Other (please specify) |  |
| Mixed race – White and Black Caribbean |  |
| Mixed race – White and Black African |  |
| Mixed race – White and Black Asian |  |
| Asian or Asian British - Indian |  |
| Asian or Asian British - Pakistani |  |
| Asian or Asian British - Bangladeshi |  |
| Asian or Asian British - Chinese |  |
| Asian or Asian British - Other (please specify) |  |
| Any other ethnic background (please specify) |  |

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| **RELIGION**  Please describe your religion or other strongly-held belief in the box below: | |
| …………………………………………………………………………………………...  **OR please tick below** | |
| I have no particular religion or belief |  |

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| **SEXUALITY (Please tick relevant box)**  How would you describe yourself? | |
| Heterosexual |  |
| Gay |  |
| Bisexual |  |
| Lesbian |  |
| Self-define as other (please state) |  |

I agree to information provided on this form being used by the University of Wolverhampton Students’ Union, in accordance with the Data Protection Act, for the purpose of diversity monitoring.

**Yes/ No** (Please delete as appropriate)