**University of East London Students’ Union**

**Job application form**

The boxes will expand automatically as you type. If you have insufficient response boxes in the education or experience sections, copy and paste an additional box at the end of that section.

|  |  |
| --- | --- |
| **For what post are you applying?** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First name(s)** |  | **Surname** |  |
| **Preferred name** |  | | |

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| --- | --- | --- | --- |
| **Where did you first see the advertisement for this post?**  Delete as applicable – leave one option only | CharityJob  SU careers  JobCentre/Find a Job  Other | **If other, please specify** |  |

**CURRENT/MOST RECENT EMPLOYER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Start date (MM/YYYY)** |  | **Employer’s name** |  |
| **End date (MM/YYYY)** |  | **Location** |  |
| **Reason for leaving** |  | **Job title** |  |
| **Salary** |  | **Notice period** |  |
| **Brief description of responsibilities** | | | |
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**PREVIOUS EXPERIENCE**

Provide details of previous experience (paid or unpaid), starting with the most recent. Copy and paste the box below to add additional experience.

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| --- | --- | --- | --- |
| **Start date (MM/YYYY)** |  | **Employer’s name** |  |
| **End date (MM/YYYY)** |  | **Location** |  |
| **Reason for leaving** |  | **Job title** |  |
| **Brief description of responsibilities** | | | |
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| --- | --- | --- | --- |
| **Start date (MM/YYYY)** |  | **Employer’s name** |  |
| **End date (MM/YYYY)** |  | **Location** |  |
| **Reason for leaving** |  | **Job title** |  |
| **Brief description of responsibilities** | | | |
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**EDUCATION**

Provide details of formal education, starting with the most recent. Copy and paste the box below to add additional education.

|  |  |  |  |
| --- | --- | --- | --- |
| **Start date** |  | **Institution name** |  |
| **End date** |  | **Location** |  |
| **Qualification** |  | **Grade** |  |
| **Additional notes** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Start date** |  | **Institution name** |  |
| **End date** |  | **Location** |  |
| **Qualification** |  | **Grade** |  |
| **Additional notes** |  | | |

**OTHER TRAINING AND DEVELOPMENT**

Provide details of other training and development you have undertaken which is relevant to the post.

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**PROFESSIONAL BODIES/ORGANISATIONS**

Provide details of any memberships of professional bodies or organisations.

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**EDUCATION AND EXPERIENCE**

You must provide a supporting statement outlining how you meet the criteria in the person specification relating to education/qualifications (if not covered above) and professional experience. You should provide clear evidence, giving examples of previous work, what you have achieved and how that relates to the role for which you are applying. It is insufficient to only list your duties in previous roles. You may write up to 1400 words; this is approximately two A4 pages.

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**ADAPTATIONS**

If you require adaptations for the selection process to accommodate a disability, provide details.

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**CONVICTIONS**

Please provide details of any unspent convictions. This will not necessarily be a bar to employment and will be considered in the context of the role for which you are applying.

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**DECLARATION**

I agree that UEL Students' Union may create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with applicable legislation.

I confirm that I have the right to work in the UK.

I confirm that all the information given by me on this form is correct and accurate. I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

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| --- | --- | --- | --- |
| **Signed**  Insert signature or type name |  | **Date** |  |