Graduate Students’ Assocation

APPLICATION FORM

**POSITION APPLIED FOR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The following information will be treated in the strictest confidence.**

Personal

(Please complete this section in BLOCK CAPITALS)

Surname: 

First name: 

Address: 





Postcode: Home telephone number: 

Mobile telephone number: Email address:

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government?  **Yes / No**

If YES, please give full details:

Are you subject to any restrictions or covenants which might restrict your working activities? **Yes / No**

If YES, please give full details: 

Are you willing to work evenings if required? **Yes / No**

Please give details of any hours which you would not wish to work: 

Have you any convictions, other than spend convictions under the Rehabilitation of Offenders Act 1974? **Yes / No**

If YES, please give full details:



If offered employment, you will be required to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination before employment?  **Yes / No**

Have you ever worked for the GSA before? **Yes / No**

If YES, please give full details: 

Do you need a work permit to take up employment in the U.K.? **Yes / No**

How much notice are you required to give to your current employer? 

Education

|  |  |  |  |
| --- | --- | --- | --- |
| Schools attended (from age 11) | From | To | Examinations and Results |
|  |  |  |  |
| College or University | From | To | Courses and Results |
|  |  |  |  |
| Further Formal Training | From | To | Diploma/Qualification |
|  |  |  |  |
| Job related Training Courses  Name of Organisation | Date | Subject | |
|  |  |  | |

Please give details of membership of any technical or professional associations:







Please list languages spoken and the level of competence:





Employment Details

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Dates | Position held/Main duties | Reason for leaving |
|  |  |  |  |

Present or Last Employer

Are you currently employed? **Yes / No** Length of service: From: To: 

Name of present or last employer: 

Address: 



Telephone number:



Nature of business:

Job title & brief description of duties: 





Reason for leaving:





Number of days absent due to sickness in the past 12 months

## Information in support of your application

Please read carefully the particulars for the vacancy and provide evidence showing how you meet the selection criteria given in the Person Specification for the post. You should provide details of relevant skills, abilities and knowledge that you have which will enable you to carry out the job effectively. These may have been gained from any aspect of your life, such as work experience (paid or unpaid), education, training, or hobbies and interests, providing you focus on their relevance to the requirements of the job. You may include a CV in addition to your application, but a CV will not be accepted without a completed application form. Please enclose further pages if required.

|  |
| --- |
|  |

Interests, Achievements, and Leisure Activities

(e.g. hobbies, sports, club memberships)







Supplementary Information

Please set out below any further information to support your application

(e.g. past achievements, future aspirations, personal strengths)







Declaration (application forms submitted by email will require a signature at interview)

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? **Yes / No**

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
|  |  |
|  |  |
| Tel. No: | Tel. No: |

Source of Application

How did you hear of this vacancy? 