**Application for Employment**

Please read the whole form carefully before you begin to fill it in. Return the form to the address stated in the accompanying letter and by the published deadline. Any statement made on the form that is false or misleading could invalidate any offer of employment that YUSU may make. ***Please note that CVs and other supporting literature will not be accepted unless stated in the accompanying letter.***

We particularly encourage applications from those identifying as BAME (Black, Asian and Minority Ethnic), and those meeting any of the following widening participation criteria, who are currently under-represented within this area of the University:

*● Care Leavers*

* *Disabled Students*

*● Young Carers*

*● Students from military families*

*● Students with refugee status*

*● Students who are first in their family to study at university*

*● Mature Students*

**All applications will be treated on merit**

***Please submit your completed application form electronically to:*** representation@yorkgsa.org.

|  |  |  |
| --- | --- | --- |
| **Education & Training** | | |
| **Please give details of your full and part-time education and training** | | |
| School / College / Trainer | Dates Attended | Qualification gained (level/grade) |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment** | | | |
| **Please give full details of your present employment.** | | | |
| Name/address of current or last relevant employer  *(If you have not had a job before please write “1st job” in this space)* | | Title of job and description of duties | |
| Date started: | | Reasons for leaving/wishing to leave: | |
| Present Salary: | |
| Notice required: | |
| Please give details of your employment history, excluding your present employment. The dates in the left-hand column should be continuous: please include periods of unemployment, full-time education and work in the home, service with the armed forces or other activities outside the job market.  **If you’ve not had a job before please include details of any voluntary or work experience positions you’ve undertaken leave this section blank** | | | |
| Date started - date left | Name and address of employer | Post held and a brief outline of responsibilities/duties | Leaving salary |
|  |  |  |  |

|  |
| --- |
| **Additional Information (Max 2 pages)** |
| Please use this space to tell us about your suitability for the role. This may include personal interests and hobbies: feel free to include any details of any organisation of which you are an active member, or any voluntary work you do. Please write about your previous job experience and the particular skills that you think could be useful to the Union in the post for which you are applying.  You may wish to consider the person specification when completing this section. |
|  |

|  |  |
| --- | --- |
| **References** | |
| Please give details of one person whom reference can be made regarding your suitability for the post. This reference could be an academic supervisor should not be related to you. | |
| Name: | |
| Email: | |
| Telephone: | |
| Capacity in which known: | |