**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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Post applied for**  Delete as applicable – leave one option only | Activities and events manager  Marketing and communications manager  Adviser – full-time or part-time  Adviser – full-time only  Adviser – part-time only | | |
| **Where did you first see the advertisement for this post?**  Delete as applicable – leave one option only | CharityJob  SU careers  Jobs24  JobCentre/Find a Job  Other | **If other, please specify** |  |

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

**CURRENT/MOST RECENT EMPLOYER**

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| --- | --- | --- | --- |
| **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 education.

|  |  |  |  |
| --- | --- | --- | --- |
| **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** | | | |
|  | | | |

**EDUCATION**

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

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| --- | --- | --- | --- |
| **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, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES**

You must provide a supporting statement outlining how you meet the criteria in the person specification relating to education/qualifications (if not covered above), professional experience and knowledge/skills/abilities. You should provide clear evidence, giving examples of previous work, what you have done 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 1500 words.

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**AVAILABILITY**

The provisional dates and times for the selection process are published on our website. If you are not available during this period, please provide details here. We cannot guarantee to facilitate requests.

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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** |  |