

**UNIVERSITY OF SALFORD STUDENTS’ UNION**

Application form

# Guidance Notes

**How to apply**

Download the Job Pack and application form for the role you would like to apply for.

You can complete the application form online:

1. Type into the document, save it and email it to our HR Coordinator, Sophie Wood at [S.Wood@salford.ac.uk](mailto:S.Wood@salford.ac.uk)
2. Please also submit the separate equal opportunities form to complete your application
3. There is a total of 5 pages to complete

The Students’ Union is committed to the achievement of equal opportunity in selection. We have tried to devise procedures, which go as far as possible to eliminate any potential for discrimination.

The Person Specification: outlines what we are looking for in candidates and how we intend to assess them. Use this information when completing your Application Form, especially in the ‘supporting information’ section 6. Note: the Selection Panel may assume you do not meet any criteria you do not refer to and this could disadvantage your application. The criteria for selection are classified under two levels of priority:

**Essential** These are vital criteria. It is extremely unlikely that you will be successful if you fail to meet one of the Essential criteria.

**Desirable** Failing to meet a Desirable criterion may not be fatal to your chances, but it is unlikely that you will be successful if you fail to meet a number of them.

**References** are not part of the selection process and will only be taken up should you receive a firm job offer. The purpose of the reference is to establish the general accuracy of the information provided by you in the application form. All appointments are subject to the receipt of satisfactory references, medical clearance and confirmation of your legal right to work in this country.

The Students’ Union may seek documentary proof of any qualification or membership of professional body claimed by applicants.

CV's are not acceptable as a substitute for our application procedure.

The Students’ Union Data Protection Act Statement

In order to provide a service to you the Union records and processes a variety of personal information about you.

All the personal information provided by you and any other information kept about you for the purpose of providing our service to you, will be treated in confidence and will not be disclosed to any third parties, except where permitted by law, or where your consent has been received.

To monitor the success of the Union’s equal opportunities policy, we will record and process details of your ethnicity and any disabilities for the purpose of statistical analysis. We will record details of any criminal convictions you may have to ensure the suitability of the service we provide to you and to enable us to conform with the Protection of Children Act 1999.

The uses of your personal information are covered by our notification under the Data Protection Act 1998. Under the terms of the act you have the right to obtain a copy of the information we hold about you, upon payment of the appropriate fee.

1. **Position applied for:**

|  |
| --- |
|  |

1. **How did you first find out about this vacancy?**

|  |  |  |  |
| --- | --- | --- | --- |
| SU Careers | Jobs.ac.uk | Salfordstudents.com | Word of Mouth |
| Charity job | Salford University  Careers Hub | Other  (please specify): | |

1. **Personal Details**

|  |  |  |
| --- | --- | --- |
| **Surname:** | **First name(s):** | |
| **Address:**  **Postcode:** | **Home Telephone Number:**  **Mobile number:**  **Email address:**  **National Insurance Number:** | |
| **Do you require a Work Permit?**  **If yes, please give passport number and country of issue** | |  |
| **Have you been convicted of a criminal offence?**  A separate declaration form requesting details of any offence may be sent to shortlisted candidates | | |
| **Do you have a disability or medical condition that might require special working arrangements to be made?**  If YES, please give details below: | | |

1. **School Education Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Secondary School (or equivalent)** | **Qualification** | **Subjects Studied** | **Full time / Part time** | **Grade** | **Date Obtained** |
|  |  |  |  |  |  |

1. **Further/Higher Education Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Further/Higher Educational Establishment** | **Qualification** | **Subjects Studied** | **Full time / Part time** | **Class / Grade** | **Date Obtained** |
|  |  |  |  |  |  |

1. **Details of Current or most recent employment**

|  |  |  |
| --- | --- | --- |
| **Post Held** | | |
| **Give brief details of duties and degree of responsibility** | | |
| **Employer's Name and Address** | **Commencing Date** | **Salary** |
| **Leaving date & reason for leaving (if already left)** | |
| **Period of notice required to terminate employment (if still employed)** | |

1. **Details of Previous Employment**(Please list in chronological order, starting with the most recent)

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Held and brief details of duties, degree of responsibility, and reason for leaving** | **Date** | | **Company name / Employer** |
| **From** | **To** |
| (Continue on separate sheet if necessary) |  | |  |

1. **Supporting Information (Person Specification)**

|  |
| --- |
| Please use this section to demonstrate how you meet each criteria as laid out in the enclosed Person Specification.  It is in your interests to address each criterion on the Person Specification (see the application pack). The Selection Panel may assume that you do not meet any criterion that you do not address. If a criterion is fully covered in an earlier Section of Part Two of your application, you may cross-reference.  If you are tying into the document please continue below. |

1. **References**

|  |  |
| --- | --- |
| **Please provide the names and addresses of two referees who we may contact regarding your suitability for this post. One of the referees must be your present or most recent employer so that we can verify employment dates, salary, etc.** | |
| Name  Address  Telephone Number  Email address: | Name  Address  Telephone Number  Email address: |

1. **Declaration**

|  |  |
| --- | --- |
| I understand that the personal data on this application form is needed to process my application for this post and that should I be unsuccessful, it will be destroyed six months after the appointment of the successful candidate.  Should I be successful in my application for this post, I understand that the Students’ Union will create and maintain computer and paper records on me based initially on the information provided in this application form. During the course of my employment and after I leave the Students’ Union, these records will be processed in accordance with the Data Protection Act 1998.  By signing below, I consent that the information in the records may be used for reports both internally within the Students’ Union and to relevant external bodies and for references to potential employers and other organisations.  I certify therefore that to the best of my knowledge and belief, the information provided in all parts of the application form is correct. I understand that should I deliberately make a false statement on this form and an offer of employment is made, my future employment could be jeopardised.  *Please note that if you are completing an electronic application typing your name and the date in the box below will be taken as a form of declaration.* | |
| **Signature** | **Date** |