**APPLICATION FOR EMPLOYMENT**

**This application form is in table format and enables you to enlarge sections where required and type in information. If you decide to print the application and complete it in handwriting please ensure that you use black ink**

**Please upload the completed documents by applying online via . .** [**https://www.cardiffstudents.com/about-cusu/vacancies/**](https://www.cardiffstudents.com/about-cusu/vacancies/)

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| **SECTION 1.**  **TITLE OF THE POST YOU ARE APPLYING FOR:** | For completion by CUSU | |
| Closing Date | Date Received |
|  |  |  |
| **How did you hear about the vacancy?** |  | |

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| **SECTION 2. – YOUR PERSONAL DETAILS** | |
| **SURNAME:** | **Other Names:** |
| **Title: Mrs / Miss / Ms / Mr** | **Known as:** |
| **Your Address**:  **Post Code:** | |
| **Daytime Phone Number:** | **Evening Phone Number:** |
| **Mobile Number:** | **Email Address:** |

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| **SECTION 3. QUALIFICATIONS HELD OR CURRENTLY BEING UNDERTAKEN**  **Please show subjects studied and results obtained. List qualifications from most recent.** | | | |
| Subject or Course Title | Dates | Result  Achieved | Course Centre of Education Establishment |
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| **SECTION 4. PRESENT AND MOST RECENT EMPLOYMENT** | | |
| **Name and Address of Employer:** | **Title of Post held:** | **Brief Description of Role:** |
|  |  |  |
| Period of employment (dates) | **From:** | **To:** |
| Grade and/or Salary: |  | **Full time or Part time** |
| Period of notice required :  (if applicable) |  | |
| Reason for Leaving :  (if applicable) |  | |

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| **SECTION 5. PREVIOUS EMPLOYMENT HISTORY**  **Beginning with the most recent** | | | | |
| Name of Employer | From (date) | To  (date) | Job Title & Brief Description of the Role | Reason for Leaving |
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Previous Employment History Continued

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| --- | --- | --- | --- | --- |
| Name of Employer | From (date) | To (date) | Job Title & Brief Description of the Role | Reason for Leaving |
|  |  |  |  |  |
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| **Please give details and explanation of any gaps in your employment history** |
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| **SECTION 6. SKILLS, KNOWLEDGE AND EXPERIENCE**  ***Please use this section to explain how you meet the requirements of the***  ***person specification for the role.*** |
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| **SECTION 7. ADDITIONAL INFORMATION** |
| ***Include in this section any additional information which you feel will support your application.***  ***This may include why you are applying for the post, why you think you are suitable for the position. You may include details of any relevant voluntary work or work experience outside of your employment. A maximum of two pages can be submitted.*** |
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| **SECTION 8. REFERENCES**  All offers of employment are subject to satisfactory references.  *Please give the name, address and telephone number of two referees, one of whom should be your current or most recent employer. If you are a student please provide contact details of a teacher or lecturer / tutor at your school, college or university. Please note that references from relatives or friends are unacceptable.* | | |
|  | **First Referee** | **Second Referee** |
| **Name:** |  |  |
| **Position:** |  |  |
| **Company Name:**  **(If applicable)** |  |  |
| **Address and post code:** |  |  |
| **Telephone Number:** |  |  |
| **Email Address:** |  |  |
| **Can we contact this referee before an offer of employment is made?** | **YES / NO** | **YES / NO** |

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| **SECTION 9. SUPPLEMENTARY INFORMATION** | |
| When are you available to start work? |  |
| Do you require a work permit? | **YES / NO** |
| If you require a work permit please give details of the type of permit and the date of expiry: |  |
| If appointed to this post will you retain any other form of paid employment? If YES please give details: | **YES / NO** |

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| **SECTION 10. DECLARATION** |
| I declare that all the information I have provided is true. I understand that providing false information, deliberate omissions or misrepresentations will disqualify me, and if such failure or false information is discovered after appointment, I may be subject to dismissal without notice.  Signature …………………………………………………… Date …………………………………  ***In the absence of a signature you should note that the emailing of your application constitutes your personal certification that the details included in the application are correct.*** |

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# EQUAL OPPORTUNITIES MONITORING FORM

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination. This information is intended to help us maintain equal opportunities best practice identify barriers to workforce equality, and promote inclusion and diversity.

**Please complete this information online via the link** [**https://www.surveymonkey.com/r/NQHQ6PZ?sm=6N%2bBJPn9sMdLA5cWpIbtEQ%3d%3d**](https://www.surveymonkey.com/r/NQHQ6PZ?sm=6N%2bBJPn9sMdLA5cWpIbtEQ%3d%3d)

The form is purposely separate to your application and will play no part in the recruitment process.

**All questions are optional. You are not obliged to answer any of the questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence.**

Thank you for your assistance.