

**Lincoln Students’ Union Application for Employment**

*(Please refer to guidance notes before completing)*

## Position Applied For:

## Closing Date:

**Personal Details**

Surname:       First Names:

Address:       Post Code:

Home Telephone:       Work Telephone:

Mobile No.:       Email:

## **Education & Training**

|  |  |  |  |
| --- | --- | --- | --- |
| Schools, Colleges & Universities | From | To | Courses Taken/Examinations Passed With Grades |
|  |  |  |  |

|  |
| --- |
| **Professional Qualifications and Membership of Professional Institutions (with dates)** |
|  |

**Details of Relevant Training Courses Attended**

|  |  |  |
| --- | --- | --- |
| Course | Date | Provider |
|  |  |  |

**Present/Most Recent Employment**

Company/Employer Name:

Position Held:

Company/Employer Address:

Postcode:

Date Appointed:

Notice Required/Date of Termination:

Final Salary:

|  |
| --- |
| **Summary of Main Duties and Responsibilities** |
|  |

**Previous Employment in the Last 10 Years (including relevant voluntary work)**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | From | To | Position, Key Duties & Reason for Leaving |
|  |  |  |  |

## **Experience**

|  |
| --- |
| *Please use this space to explain why you would be a good applicant for the post. You s**hould include here any experience you have gained, both in work and in voluntary/domestic activities. Your explanation should relate to the knowledge, skills and experience detailed in the job description and associated documentation relating to the post applied for.* |
| *Please continue on a separate sheet if necessary* |

**References**

Please give the names and addresses of two people (one of whom should be your present or most recent employer) whom we can contact for a reference regarding your suitability for the post.

Name:

Position Held:

Organisation:

Address:        
Postcode:

Telephone/email:

Name:

Position Held:

Organisation:

Address:

Postcode:

Telephone/email:       ­­­­­­­­­­­­­

## **A****dditional Information** (Please check box as appropriate)

|  |  |  |
| --- | --- | --- |
| 1. Are you related to any Lincoln Students’ Union employee or student officer? | Yes | No |
| If yes, please give name and relationship | | |
| 1. Do you have any other family connections/other contacts with Lincoln Students’ Union? | Yes | No |
| If yes, please detail connection/contact | | |
| 1. Are you entitled to work in the United Kingdom? | Yes | No |
| 1. Please indicate any assistance you may require at interview | | |
| 1. Have you a criminal conviction or are you at present the subject of criminal charges that you should disclose? | Yes | No |
| If yes, please give full details | | |
| 1. Do you intend to undertake other work in addition to this post? | Yes | No |
| If yes, state weekly hours of additional work | | |

**Declaration**

I understand that canvassing members or officers of Lincoln Students’ Union in connection with this appointment, or knowingly failing to disclose a relationship will disqualify me. I declare that the particulars I have given are true, complete and correct. I accept that any false statement or material omissions will disqualify me from employment and will normally lead to my being dismissed if appointed to the post.

Signature of Applicant:

Date:

Please return this application to:

Email: recruitment@lincolnsu.com

Recruitment  
Lincoln Students’ Union  
University of Lincoln  
Brayford Pool  
Lincoln LN6 7TS

Tel. 01522 886006

**Guidance Notes**

**Please complete all parts of the form in black ink**

1. Curriculum Vitae & Covering Letters

Unless otherwise requested, CVs and covering letters are not required and will not be considered as part of the recruitment process

1. Employment Details

Please ensure that your employment details and dates are continuous. Document your major responsibilities, starting with your current/most recent employer. Please detail any periods of unemployment, domestic activities or voluntary work.

1. Experience

This section offers you the chance to promote yourself and demonstrate the relevance of your experience, knowledge, voluntary work, etc. relative to the job description. Please ensure that your answer is clear and legible and continue on a separate sheet if necessary. If you are a school leaver, you may wish to include information contained within your record of achievement or evidence of work experience, awards, etc.

1. Rehabilitation of Offenders and Disclosure

You are required to list any convictions that are not spent under the Rehabilitation of Offenders Act 1974. These will not be taken into consideration unless they are relevant to the duties of the post. If you need any further guidance, please contact the address on the previous page. Under the Police Act 1997, a Disclosure may be required from the Criminal Records Bureau prior to the confirmation of an appointment. A copy of the Criminal Records Bureau Code of Practice on Disclosure is available on request.

1. Monitoring Form

Lincoln Students’ Union is committed to a policy of equal opportunities and as a result we have a monitoring process which is used to ensure that no group is put at a disadvantage, either directly or indirectly, because of ethnicity, disability, gender or gender orientation, age, marital status or responsibility for dependants. The monitoring form is used for information purposes only. It will be removed from the main body of the form and is not used in any way for selection purposes.

1. Disability

Please let us know if any adjustments are necessary to any part of the recruitment process in order to cater for a disability. If you are offered the position any adjustments that may be required will be considered in consultation with you. Please contact the Executive Assistant at the address on the previous page if you wish to submit your application in an alternative format.

1. Dual Employment & Working Time Regulations

You are required to inform Lincoln Students’ Union if you have (or if successful, will have) dual employment. This is to enable Lincoln Students’ Union to meet its health and safety obligations under the Working Time Regulations.

1. References & Medical Report

All appointments are made subject to the receipt of suitable references and a satisfactory Medical Report. Successful applicants will be required to provide satisfactory evidence of their state of health or undergo a medical examination.

1. Notifying Candidates

In order to minimise administration costs, Lincoln Students’ Union will only notify shortlisted candidates. Accordingly, if you do not hear form Lincoln Students’ Union within 6 weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

1. Data Protection Legislation - Information provided by you on this application form may be copied for use during the recruitment process. Once the recruitment process is completed, the data supplied by unsuccessful applicants will be stored for at least 6 months and will then be destroyed. The application form of the successful candidate will be retained and used as part of the employee’s personnel file

## **Monitoring of Recruitment**

Lincoln Students’ Union is committed to providing equality of opportunity in its employment procedures and will consider all applicants on the basis of their suitability to the post, irrespective of gender, age, marital status, responsibility for dependents, creed, race or ethnic origin, sexuality or disability. Please complete this section of the form, which is voluntary and will be used to monitor the effectiveness of the Equal Opportunities Policy.

*This form is not part of the selection process and the information you give will not be available to the selection panel.*

**First names:       Surname:**

**Position applied for:**

**Date:**

**Date of birth:       Age:**

**Gender:  male  female  transgender  prefer not to say**

**Where did you see/who referred you for this position advertised?**

**Do you consider yourself to have a disability?**

**No  Yes, please state:**

**How would you describe your ethnic origin?**

|  |  |  |  |
| --- | --- | --- | --- |
| **White** |  | **Asian/ Asian British** |  |
| English |  | Indian |  |
| Welsh |  | Pakistani |  |
| Scottish |  | Bangladeshi |  |
| Northern Irish |  | Chinese |  |
| Irish |  | Other Asian background  please state: |  |
| Gypsy or Irish Traveller |  |  |
| Any other white background  please state: |  |  |  |
|  |  |  |
|  |  | **Black/ Black British** |  |
| **Mixed** |  | African |  |
| White and Black Caribbean |  | Caribbean |  |
| White and Black African |  | Any other black background  please state: |  |
| White and Asian |  |  |
| Other mixed background  please state: |  |  |  |
|  | Other ethnic group  please state: |  |
|  |  |  |
|  |  |  |  |
|  |  | Prefer not to say |  |