**APPLICATION FOR EMPLOYMENT**

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| **Please do not send in a CV as a substitute for any part of the form**. If a particular section does not apply to you, please write N/A in the space provided. We will treat the information you give us as private and confidential. This page will be detached from your application and will not form part of the recruitment process. |

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| **Post applied for/reference: Student Voice Coordinator** |
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| **How did you become aware of this vacancy?**  |

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

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| **Address:** |  | **Title (e.g. Mr/Ms/Mx/Dr):**  |
|  |  |
|  | **Telephone (Main:**  |
|  |  |
|  | **Telephone (Other):**  |
|  |  |
|  | **Email:**  |

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| **Postcode:**  |  |

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| **Disclosure and Barring Service Check**A DBS disclosure is sought for all successful applicants. UCB Guild adheres to the DBS Code of Practice. |
| **Do you consent to us applying for an enhanced disclosure certificate should you be offered the post?**  |

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| **Criminal Convictions**This post is covered by Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Therefore, applicants are required to disclose criminal convictions. For further information, please refer to the application form guidance notes. |
| **Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? (Y/N) If yes, please give details.** |

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| **Eligibility to work in the UK**Applicants selected for interview will be required to provide original documentation as proof of eligibility. |
| **Are you eligible to work in the UK? (Y/N)** |
| **Do you need a work permit to work in the UK? (Y/N)** |

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| **General Information** |
| **Are you related to any employee of UCB or UCB Guild of Students? (Y/N) If yes, please give name and relationship to you.** |

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| **Work History****Current or most recent employer**If you are not currently employed, please provide details of your most recent employment. |
| **Are you currently employed?** | **Yes** |  | **No** |  |

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| **Name of employer** |  | **Job title/position** |

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| **Address** |  | **Date employed from:**  |
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|  | **Date employed to:**  |
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|  | **Reason for leaving or wanting to leave:** |
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|  | **Notice period:**  |
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| **Basic salary:**  |  | **Allowances £** |
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| **Any other benefits:**  |

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| **Duties and responsibilities**: |

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| **Previous employer(s)** Please list all previous employment, starting with the most recent. |
| **From (MM/YYYY)** | **To** **(MM/YYYY)** | **Employer** | **Job title/position** |
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| **Education**Please complete this section as fully as possible, giving details of the qualifications obtained and dates of award. Please note that any offer of employment may be subject to verifying the accuracy of this information, and you will be asked to provide original documents prior to offer.  |
| **Name of education institution** | **From (MM/YYYY)** | **To (MM/YYYY)** | **Title of qualification(s)** | **Subject(s) taken and grade(s) awarded** |
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| **Requirements of the Person Specification** |
| The following sections are for you to provide any information which you think will support your application. The information you provide should relate to the Job Description and should clearly address the criteria outlined in the Person Specification. The shortlisting panel will match the criteria outlined in the Person Specification to the evidence provided in your application.We recommend writing around 750 words in total (i.e. roughly 250 per question). We request that you do not use generative AI, apart from to help with initial prompts, make better sense of the accompanying role description/person specification, or to help proofread your writing. |

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| **Please explain your interest in this role at UCB Guild of Students:**  |
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| **To what extent does this role align with your previous experience and/or future plans?** |

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| **With reference to the person specification, do you have areas of particular strength that you would like to share?** |

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| **References**Following the interview, we may ask you to provide references. Please be prepared to provide the details for two referees, of which one should be from your current or most recent employer (if applicable).  **Declaration** |
| I declare to the best of my knowledge that the information I have given is a true and accurate record. I understand that if I fail to disclose information, or have given incorrect information, this may result in an offer of employment being withdrawn or subsequent disciplinary action or dismissal if employed by UCB Guild of Students.I consent to the information provided on this application form being held and processed by UCB Guild of Students in accordance with the Data Protection Act 1998, General Data Protection Regulations and the Guild Data Protection policy.**Note for applicants:** It is essential that you indicate your consent to the Guild holding and processing your personal data by signing and dating this form in the fields below, if you wish to be able to be shortlisted for interview. If you are completing the form electronically, please type in your name and the date using standard text. If you do not sign this application form, we are unable to hold your data and therefore your application will be rejected. |
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| **Signature:** |  | **Date:**  |