# NEW ArmsB&W_jpg

# **UNIVERSITY OF ST ANDREWS**

# **STUDENTS’ ASSOCIATION**

APPLICATION FOR EMPLOYMENT

Please complete this form as fully and accurately as you can. You may also complete the accompanying Equal Opportunities Monitoring Form and return this with your application. The information that you provide will be treated in strict confidence and will only be made available for the purpose of recruitment and, if successful, employment records.

See our [data protection policy](https://www.yourunion.net/pageassets/union/staffdocuments/downloads/St-Andrews-Uni-SA-Data_Protection_Policy.pdf) for further details.

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| VACANCY(S) APPLIED FOR: |
| If applying for multiple departments, please rank them with 1 being your preferred choice and so on  1 \_\_\_\_\_\_\_\_\_\_\_\_\_  2 \_\_\_\_\_\_\_\_\_\_\_\_\_  3 \_\_\_\_\_\_\_\_\_\_\_\_\_  4 \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **If only applying for one department, please just rank it 1\*** |

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| **PERSONAL DETAILS** |

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| Name:  Address:  Postcode:  Contact Tel. (Incl. Std Code):  Email: |

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| **EMPLOYMENT HISTORY** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Post Title | Organisation | From / To | Duties & Responsibilities | Reason for Leaving |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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\*Continued overleaf

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| **EDUCATION & QUALIFICATIONS** |

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| --- | --- | --- | --- |
| Level | Subject Studied | From / To | Grade Achieved |

If you are a student please indicate your expected year of graduation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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| **FURTHER SKILLS** |

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| Provide details of any other skills and qualifications you have gained or training courses you have attended. Eg. First Aid, Health and Safety etc. (If applicable.) |

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| **STUDENTS’ ASSOCIATION INVOLVEMENT** |

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| Please tell us about any voluntary involvement you have with the Association, including societies, elected positions, class rep positions, etc. (If applicable.) |

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| **AVAILABILITY** |

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| If selected, when could you start employment?  Are there any hours you would be unavailable to work?  Do you have any other paid work that you intend to continue if this application is successful?  Under the Working Time Regulations, we are required to ensure that you do not exceed the working time limits. Please detail the number of hours you would normally work for another employer in a week. (If applicable.) |

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| **ADDITIONAL INFORMATION** |

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| If there is additional information you feel would support your application, please fill in the space below. |

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| **REFERENCES** |

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| --- | --- |
| Please give the details of two referees (not relatives) who know you well and can provide current information about your work experience and skills. One of the referees must be your present or most recent employer. If you are currently in full-time education, one referee may be a teacher or lecturer who knows you and your work. If you are invited for interview we will automatically contact both referees unless you clearly indicate otherwise. | |
| 1st Referee  Name:  Position:  Address:  Postcode:  Contact Tel.:  Ext.:  Professional relationship / capacity in which they know you:  **Contact prior to interview? YES / NO** | 2nd Referee  Name:  Position:  Address:  Postcode:  Contact Tel.:  Ext.:  Professional relationship / capacity in which they know you:  **Contact prior to interview? YES / NO** |

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| **DECLARATION** |

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| **I DECLARE THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE & I AM IN POSSESSION OF THE QUALIFICATIONS I CLAIM TO HOLD.** | |
| Signed: | Date: |

Please return your completed application (please note any closing date that may apply) to:   
  
**HR Manager**

**Union Building**

**St Mary’s Place**

**St Andrews**

**KY16 9UZ**

or: **union@st-andrews.ac.uk**