

**The Union**

**Application for Employment in Student Roles**

**Please complete this form in type or black ink**

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| **Post applied for:** **Retail Assistant** | **Post Ref No: RASS/2019** |
| **Department: Commercial Services**  | **Applicant Ref No:**  |
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| **Personal Details** |
| **Title:**  | **Surname:** |
| **Forename(s):**  |
| **Address:**  |
|  | **Postcode:**  |
| **Email:**  |
| **Mobile Tel No.:**  | **Home Tel No:**  |
| **Student No.:**  |
| **Nationality:**  |
| **If you are not a British citizen or a national of a European Economic Area Country or Switzerland, are there any restrictions on your employment or continued residence in the UK?** |
| **Yes** **[ ]**  | **No** **[ ]**  |
| **If “yes” please give details:**  |

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| **Declaration** |
| **I confirm that the information given in this form and in any enclosures is correct and understand that any false statement could result in the appointment being declared invalid**  |
| **Signature:** | **Date:**  |

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| **Equal Opportunities Monitoring** |
| The union is committed to an Equality and Diversity policy and such aims to ensure that no applicant or member of staff is discriminated against, either directly or indirectly. In order to ensure the effectiveness of this policy, it is necessary to collect information from all the applicant on the key factors, which relate to equality of opportunity in employment. This part of the application form will be detached before the selection process. The information in it will not be seen in the selection process and the information will be treated in the strictest confidence. |
| **Gender** |
| **Man** **[ ]**  | **Woman** **[ ]**  | **Non-binary** **[ ]**  | **Prefer not to say** **[ ]**  |
| **If you prefer to use your own term, please specify here:**  |
| **Is this the gender you were assigned at birth?** | **Yes** **[ ]**  | **No** **[ ]**  | **Prefer not to say** **[ ]**  |
| **Age** |
| **16-24** **[ ]**  | **25-29** **[ ]**  | **30-34** **[ ]**  | **35-39** **[ ]**  | **40-44** **[ ]**  |
| **45-49** **[ ]**  | **50-54** **[ ]**  | **55-59** **[ ]**  | **60-64** **[ ]**  | **65+** **[ ]**  |
| **Prefer not to say:** **[ ]**  |  |  |  |  |
| **Ethnicity** |
| Ethnic origin is not about nationality, place of birth or citizenship. It’s about the group to which you perceive you belong. Please check the appropriate box.  |
| **White**  |
| **English** **[ ]**  | **British** **[ ]**  | **Scottish** **[ ]**  | **Irish** **[ ]**  | **Welsh** **[ ]**  | **Northern Irish** **[ ]**  |
| **Traveller** **[ ]**  | **European** **[ ]**  | **Prefer not to say** **[ ]**  |
| **Any other white background. Please specify:**  |
| **Mixed/Multiple ethnic groups** |
| **White and black Caribbean** **[ ]**  | **White and Black African** **[ ]**  | **White and Asian** **[ ]**  | **Prefer not to say** **[ ]**  |
| **Any other mixed background. Please specify:**  |
| **Asian/Asian British** |
| **Indian** **[ ]**  | **Pakistani** **[ ]**  | **Bangladeshi** **[ ]**  | **Chinese** **[ ]**  | **Japanese** **[ ]**  | **Prefer not to say** **[ ]**  |
| **Any other Asian background. Please specify:**  |
| **Black/African/Caribbean/Black British**  |
| **African** **[ ]**  | **Caribbean** **[ ]**  | **Prefer not to say** **[ ]**  |
| **Any other Black/African/Caribbean background. Please specify:**  |
| **Other ethnic group** |
| **Prefer not to say** **[ ]**  |
| **Any other ethnic group. Please specify:**  |

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| **Do you consider yourself to have a disability or health condition?** |
| The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your line manager, or the manager running the recruitment process if you are a job applicant. |
| **Yes** **[ ]**  | **No** **[ ]**  | **Prefer not to say** **[ ]**  |
| **What is your sexual orientation?** |
| **Heterosexual** **[ ]**  | **Homosexual** **[ ]**  | **Bisexual** **[ ]**  | **Prefer not to say** **[ ]**  |
| **Other, or your own term, please specify here:**  |
| **What is your religion or belief?** |
| **No religion or belief** **[ ]**  | **Buddhist** **[ ]**  | **Christian** **[ ]**  | **Hindu** **[ ]**  |
| **Jewish** **[ ]**  | **Muslim** **[ ]**  | **Sikh** **[ ]**  | **Prefer not to say** **[ ]**  |
| **Other religion or belief, please specify:**  |
| **Do you have any caring responsibilities? If yes, please tick all that apply** |
| **Primary carer of a child/children (under 18)** **[ ]**  | **Primary carer of disabled child/children** **[ ]**  |
| **Primary carer of disabled adult (18 and over)** **[ ]**  | **Secondary carer (another person carries out the other main caring role** **[ ]**  |
| **Primary carer of older person** **[ ]**  | **None** **[ ]**  | **Prefer not to say** **[ ]**  |
| **Other caring responsibilities, please specify:**  |

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| **Criminal Convictions**  |
| **Do you have any criminal convictions?** | **Yes** **[ ]**  | **No****[ ]**  |
| **If yes, please give details:**  |
| Normally it is not necessary to declare any convictions that are spent, however certain posts are exempt from the Rehabilitation of Offenders Act 1974. Applicants for such posts are required to declare all criminal convictions, spent or unspent. This includes posts where the post holder is likely to have access to children or vulnerable adults, and posts where there is potential for fraud (e.g. Chartered or certified accountants). This list is not, however, exhaustive and for posts which fall under the exemption, this will be indicated in the further particulars for the post. Applicants for such posts must declare all criminal convictions. The information you provide in your application will be used to consider your suitability for the post you have applied for. If your application is not successful, the information will be disposed of confidentially within 6 months. If your application is successful and you are appointed, your information and future data will be processed in accordance with The Union’s Data Protection Policy.  |
| **Recruitment Source** |
| **How did you learn about the vacancy for which you applied?**  |
| **Manchester Evening News** **[ ]**  | **The Guardian** **[ ]**  | **Other newspaper** **[ ]**  |
| **Third sector** **[ ]**  | **theunionmmu.org** **[ ]**  | **Friend or relative** **[ ]**  |
| **Internal advertisement** **[ ]**  | **NUS Jobs** **[ ]**  | **advice.co.uk** **[ ]**  |
| **Other mail base** **[ ]**  | **MMU Careers Service** **[ ]**  | **Indeed/Other Jobsite** **[ ]**  |
| **Other, please specify:**  |

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| **Post applied for:** **Retail Assistant** |  |
| **Post Ref No: RASS/2019** | **Applicant Ref No:**  |

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| **Educational Details** |
| **Please give details of secondary schools, colleges etc. (starting with the most recent)** |
| **Name & Address of Institution**  | **From** | **To**  | **Qualifications Gained With Grades** |
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| **Qualifications currently being pursued** | **Level**  | **Competition Date** |
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| **Present Employment/Most Recent Employer** |
| **Name & Address of present/Most Recent Employer:**  |
| **Start Date:**  | **Job Title:**  |
| **Current Salary:** | **Period of Notice Required:** |
| **Main Duties:** |
| **Date left (if applicable):**  |

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| **Previous Employment**  |
| **Name & Address of Employer** | **From (date)** | **To (date)** | **Main Duties** |
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| **Reason for leaving:** |
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| **Reason for leaving:**  |
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| **Reason for leaving:**  |

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| **Training** |
| **Please give details of training or courses attended which you consider relevant to your application:** |

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| **Time Unaccounted For** |
| **Please give details of time not already accounted for (including unemployment):**  |

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| **Referees (one should be current or most recent employer)** |
| **Name and postal address:**  |
| **Tel:**  | **Email:** |
| **Relationship to applicant:**  |
| **May we contact referee without consulting you beforehand?**  | **Yes** **[ ]**  | **No** **[ ]**  |
| **Name and postal address:**  |
| **Tel:** | **Email:** |
| **Relationship to the applicant:**  |
| **May we contact referee without consulting you beforehand?** | **Yes** **[ ]**  | **No** **[ ]**  |

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| **Further Information** |
| **Please provide below details of how you best meet the requirements of the post as outlined in the person description. You should provide examples and evidence of previous relevant experience and how you have used specific skills. Please continue on a separate sheet if necessary.**  |
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| **Other details** |
| **Please give details when you are not available for interview:**  |

**For Office Use Only**

**Applicants should ignore this page. For completion by the selection panel.**

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| Shortlisting |
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| Was the candidate shortlisted? | Yes | [ ]  | No | [ ]  |  |
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| Interview Stage |
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| Was the candidate offered the post? | Yes | [ ]  | No | [ ]  |  |
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| Notes |
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| **Appointment Details** |
| **To the post of** |
| **Pay scale** |
| **Actual Salary**  |
| **Explanation** |
| **Grade** | **Hours** | **Term time / All year round** |
| **Subject to satisfactory referees** | **Yes** **[ ]**  | **No** **[ ]**  |
| **Proposed Start Date** | **Head of Department** |
| **Any special requirements for the offer letter:**  |