



APPLICATION FORM



INVESTOR IN PEOPLE

Loughborough Students' Union is committed to achieving an environment which provides equality of opportunity and freedom from discrimination on the grounds of race, religion, gender, class, sexual orientation, age or disability.

This information will be treated in strict confidence and will not be disclosed without your permission.

JOB DETAILS			
POST TITLE		DEPARTMENT	
PERSONAL DETAILS			
TITLE & SURNAME		DAYTIME TEL. NO.	
FORENAME(S)		EVENING TEL. NO.	
ADDRESS			
POSTCODE		NATIONALITY	
EMAIL			
DO YOU HAVE PERMISSION TO WORK IN THE UK?			YES / NO
EDUCATION AND QUALIFICATIONS			
Do you have EBacc/GCSE/equivalent?		Maths <input type="checkbox"/> / English <input type="checkbox"/> / Science <input type="checkbox"/> / Modern Languages <input type="checkbox"/>	
POST-16 EDUCATION (FE/HE)		DATE OF QUALIFICATION	QUALIFICATIONS OBTAINED, LEVEL, SUBJECT, RESULT
INSTITUTION			
OTHER TRAINING (Professional/Vocational)		DATE OF QUALIFICATION	QUALIFICATIONS OBTAINED, LEVEL, SUBJECT, RESULT

EMPLOYMENT HISTORY

PRESENT OR MOST RECENT EMPLOYMENT

POST TITLE

NAME OF ORGANISATION

PLEASE DESCRIBE YOUR MAIN DUTIES & RESPONSIBILITIES

DATE COMMENCED

DATE OF LEAVING

REASONS FOR SEEKING NEW EMPLOYMENT

SALARY
(and scale if applicable)

£

NOTICE REQUIRED
(if applicable)

PREVIOUS EMPLOYMENT – LAST 5 YEARS

This section is for brief details about your previous employment history from the last 5 years. Include any part time, casual and consultancy work undertaken.

POST TITLE	NAME OF ORGANISATION	DATES		BRIEF DETAILS OF THE POST AND REASONS FOR LEAVING
		FROM	TO	

Continue on a separate sheet if necessary, adding your name and the section title to each sheet used.

INFORMATION IN SUPPORT OF YOUR APPLICATION

How do your skills and attitude match the requirements of the role, as outlined in the Job Description and Person Specification?

OTHER INFORMATION

Is there anything else relevant to the post you are applying for that you would like to tell us about? e.g. interests, hobbies, previous work, other qualifications?

REFEREES

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 should be your present or most recent employer, whom we will contact only after you have been selected for interview and we have received your permission.

1	NAME			
ADDRESS				
POSITION				
TELEPHONE		E-MAIL		
PROFESSIONAL RELATIONSHIP TO YOU				
2	NAME			
ADDRESS				
POSITION				
TELEPHONE		E-MAIL		
RELATIONSHIP TO YOU				

CRIMINAL CONVICTIONS

PLEASE GIVE DETAILS OF ANY CRIMINAL CONVICTIONS

NOTE: Under the Rehabilitation of Offenders Act 1974, you are required to give details of any convictions which are not 'spent'. If you are applying for a position where you will be working with children, e.g. as a member of staff in our Nursery, you must give details of any previous criminal convictions, which for other purposes are 'spent' under the provisions of the Act. Failure to do so may render you liable to summary dismissal.

DISABILITIES

You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

DO YOU CONSIDER YOURSELF TO BE DISABLED FOR THE PURPOSES OF THE EQUALITY ACT 2010?

IF YES, HOW WOULD YOU DESCRIBE YOUR DISABILITY?

AVAILABILITY FOR INTERVIEW

IF SELECTED FOR INTERVIEW, ARE THERE ANY DATES WHEN IT WOULD BE IMPOSSIBLE FOR YOU TO ATTEND? (We cannot undertake to avoid these dates, but will try to do so).

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DECLARATION

I DECLARE THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND I AM IN POSSESSION OF THE QUALIFICATIONS I CLAIM TO HOLD.

I GIVE MY CONSENT FOR LSU TO PROCESS AND HOLD MY DATA FOR THE PURPOSES OF ADMINISTERING MY APPLICATION: Yes No (please note if you indicate No, we will be unable to process your application).

SIGNED		DATE		
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Please note that the information given in this application will be held on computer and your rights under the GDPR and DPA 2018 apply. Our Privacy Policy is available at www.lsu.co.uk/privacy.

Please return your completed application form, by the closing date stated in the advertisement by email to: hr@lsu.co.uk. You can also post it to us at: HR, LOUGHBOROUGH STUDENTS' UNION, UNION BUILDING, ASHBY ROAD, LOUGHBOROUGH, LEICS, LE11 3TT. Please ensure you apply the correct postage as we will not pay any excess and will not receive your application.