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| Staff - Job Application Form | | |
| Post applied for: |  |

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| Personal details |

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| Last Name: |  | First Name: |  |

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| Term time address: |  |
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| --- | --- |
| Postcode: |  |

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| --- | --- |
| Permanent  address: |  |
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| --- | --- |
| Postcode: |  |

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| Home Telephone No. |  | Daytime Contact No. |  |

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| E-mail address: |  | | | | | | | | | | | | | | |  | |
| Do any have any relatives currently employed by Liverpool Students’ Union or Liverpool John Moores University? | | | | | | | | | | | | Yes |  | No |  | |  |
| National Insurance No. | |  |  |  |  |  |  |  |  |  |  | | | | | | |

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| Are there any restrictions on you taking up employment within the United Kingdom? | | | | | | | Yes |  | No |  | | | |
| If yes, please provide details: | | | | |  | | | | | | |  | |
|  |  |  |  |  | | | | | | | | | |
| Name of course: | | | | | |  | | | | |  | | |
| Student card number: | | | | | |  | | | | |  | | |
| Level of study: | | | | | |  | | | | |  | | |
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| 2. Education/Qualifications | | | | | | | | | | | | |  |

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| **Provider** | **Study Dates** | **Qualification**  **and Grade** | **Date Obtained** |
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Continue on separate sheet if necessary

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| 3. Employment History |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Current or most recent employer**

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| --- | --- |
| Name of Employer: |  |

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| Address: |  |
|  |  |
|  | Postcode: |

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| --- | --- |
| Position Held: |  |

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| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for Leaving: |  | | |

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| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Contact name of Line Manager for reference: |  |

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| --- | --- |
| **Brief description of duties:** |  |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

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| --- | --- |
| Address: |  |
|  |  |
|  | Postcode: |

|  |  |
| --- | --- |
| Position Held: |  |

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| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for leaving: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Contact name of Line Manager for reference |  |

|  |  |
| --- | --- |
| **Brief description of duties:** |  |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | Postcode: |

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| --- | --- |
| Position Held: |  |

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| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for Leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Contact name of Line Manager for reference |  |

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| --- | --- |
| **Brief description of duties:** |  |
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Continue on separate sheet if necessary

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| 5. Skills, Abilities & Experience | |
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**Please use this section to explain why you think you would be suitable for the post by reference to the job description and candidate requirements in the recruitment pack. Please include all relevant information, whether obtained through studying, employment or voluntary/leisure activities.**

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| 6. Convictions | |
| Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986 **Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.** |  |
| 7. Reasonable Adjustments/Arrangements for Interview | |

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

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| 8. References |

Please give the detail of **two** references, neither of whom are related to you, who can comment on your suitability for the position. One of these should be your current or most recent employer.

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| Name of Referee and relationship to you: |  |

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| --- | --- |
| Address: |  |
|  | Postcode: |
|  | **Email:**      **Tel:** |

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| --- | --- |
| Name of Referee and relationship to you: |  |

|  |  |
| --- | --- |
| Address: |  |
|  | Postcode: |
|  | **Email:**      **Tel:** |

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| 9. **Data protection**  Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  The organisation treats personal data collected during the recruitment process in accordance with its [data protection policy](http://www.xperthr.co.uk/policies-and-documents/data-protection-policy-compliant-with-the-gdpr-/162690/). Information about how your data is used and the basis for processing your data is provided in the organisation's [job applicant privacy notice](http://www.xperthr.co.uk/policies-and-documents/job-applicant-privacy-notice-compliant-with-the-gdpr-/162692/).  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  Note: Any false, incomplete or misleading statements may lead to dismissal. |

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| Signed: |  | **Date:** |  |
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