|  |
| --- |
| **Note to Applicants**: The information in Part 1 of your application will not be shared with the selection panel at the initial assessment stage. The exception to this is where a panel member is involved in the administration of the process i.e. HR Manager. If you are invited to the next stage of the process, your name will then be shared.  |

|  |  |
| --- | --- |
|  Position Applied For: |  |

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| --- |
| 1. Personal Details |

|  |  |  |  |
| --- | --- | --- | --- |
|  Last Name: |  | First Name: |  |

|  |  |
| --- | --- |
| Known as (if different to above) |  |
| Address |  |
|  |  |
|  |  |
|  Postcode: |  |

|  |  |
| --- | --- |
|  Telephone No: |  |

|  |  |
| --- | --- |
|  E-mail address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To undertake work for JMSU you must be able to provide evidence of your right to work in the UK. Please confirm your eligibility: | Yes | [ ]  | No | [ ]  Not Sure/other [ ]  |
|  |  |  |  |  |
|  |  |
|  | If you have stated not sure or other, please provide details. You may find this information useful: <https://www.citizensadvice.org.uk/work/right-to-work-in-the-uk/check-if-you-have-the-right-to-work-in-the-uk/> |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any unspent criminal convictions? You may be asked to provide details if a conditional offer is made. | Yes | [ ]  | No | [ ]  |
|  |  |  |  |  |
| **Interview arrangements**  |

We want to make the selection process as inclusive as possible for everyone. Should you be invited to the next stage of the interview process, we will provide you with everything you need to know in advance, including whether there will be a test and providing the interview questions. You will also be able to refer to or take notes during an interview.

If you need us to make any adaptations for your interview or assessment process to accommodate any disability (or other accessibility needs) please tell us here:

|  |
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|  |
| **Are you from an Ethnically Diverse background?**Should you meet the essential criteria for the post, under this scheme you are guaranteed an interview. This information will not be shared with the panel at the initial screening stage however, by ticking this box you consent for the panel to be informed to enable the scheme. If you do not select this box and provide consent, we will be unable to guarantee you an interview even if your application demonstrates you met the essential criteria.  I am from an ethnically diverse background and wish to be considered under the guaranteed interview scheme. |
| Declaration |

I confirm that the information I provide is, to the best of my knowledge, true and complete, and I recognise that an employment offer may be withdrawn, or my employment t may be terminated without notice, should I knowingly mislead JMSU during the selection process.

|  |  |  |  |
| --- | --- | --- | --- |
|  Signature: |  |  Date: |  |

**Next Steps:** Please complete the remainder of the application form and our EDI Monitoring Form.

|  |  |  |  |
| --- | --- | --- | --- |
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| 2.Education/Qualifications |

The successful applicant will be required to provide evidence of all qualifications relevant to the job role

|  |  |
| --- | --- |
| **Qualification and Grade** | **Date Obtained** |
|  |  |

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| --- |
| 3. Training & Development |
| Please use the space below to give details of any professional memberships, training, or non-qualification-based development relevant to the post  |
| **Provider** | **Dates** | **Course / Training / Qualification/membership level** |
|  |  |  |

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| --- |
| 4. Employment History |
|  Please include any previous experience (paid or unpaid), starting with the most recent first. |

 **Current or most recent employer**

|  |  |
| --- | --- |
| Current Employer: |  |
|  |  |
|  **Address:** |  |
|  |  |

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

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

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

**Previous employer(s)**

|  |
| --- |
|  Please use the space below to give details of previous employers. If you have any gaps in employment, please also indicate this here providing timescales and reasons. |
| **Employer** | **Employment Dates** | **Role** | **Summary of Responsibilities & reason for leaving**  |
|  |  |  |  |
| **Employer** | **Employment Dates** | **Role** | **Summary of Responsibilities & reason for leaving**  |
|  |  |  |  |

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| --- |
| 5. Information to Support Your Application |
|  Please use this space to show how you meet the criteria for this job role.Try and use specific examples of how your skills and experience etc demonstrate your ability to carry out the role, particularly the essential criteria. You can group criteria if it makes it easier. **If you don’t meet every requirement** Our selection decisions will be based on merit however, evidence shows certain groups including Women, Ethnically Diverse individuals and people with Neurodevelopmental Conditions are less likely to apply for a job unless they meet every criteria. If your experience doesn’t match perfectly, please explain why you think you're right for the role and how any gaps could be approached.  |
| Supporting Information Cont.  |
|  |
| 8. References |

 Please give the details of **two** referees, 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. We will not contact your referees unless you are a successful applicant.

|  |  |
| --- | --- |
| 1. Name:
 |  |
|  |  |
|  **Position/Relationship:** |  |
|  |  |
| **Organisation:** |  |
|  |  |
|  **Email:** |  |
|  |  |
|  **Telephone:** |  |
|  |  |

|  |  |
| --- | --- |
| 2. Name: |  |
|  |  |
|  **Position/Relationship:** |  |
|  |  |
| **Organisation:** |  |
|  |  |
|  **Email:** |  |
|  |  |
|  **Telephone:** |  |

## I consent to JMSU contacting my named referees in accordance with its Privacy notice (see section 9)

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| **9. Privacy** |

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| By submitting your application, you will be agreeing to your information being used for recruitment and employment purposes. This information will be processed and stored in accordance with the JMSU Privacy Notice – Job Applicants and our Privacy Notice for Employees available on our website On occasions, an applicant who has not been offered the job they originally applied for may be recommended for a suitable alternative post within JMSU. In these circumstances we may share your application and contact details with an alternative recruiting manager. If you consent to this, please tick this box  |

***Next Steps:***

We will contact you via email to inform you about the status of your application however, due to the number of applications we receive we, sometimes cannot do this as quickly as we would like. If you have not heard from us by the given date of interview or within 3 weeks of the closing date, please contact the recruiting manager as stated on the job advert or email jmsu-recruitment@ljmu.ac.uk for an update.

**All appointments are subject to references satisfactory to JMSU, proof of eligibility to work in the UK and evidence of relevant qualifications as stated on your application form.**

 ***Thank you for your interest in working at JMSU.***