

Leeds University Union

Application for Employment

Please complete this form in type or black ink.

Post Applied For Post Ref No.

Department Where Vacancy Exists Applicant Ref No.

Personal Details

Title Surname

Forename(s)

Address

..... Postcode

Email (if any)

Home Tel No. Work Tel No.

Mobile Tel No.

What is your 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

Equal Opportunities Monitoring

Leeds University Union is committed to an Equality and Diversity policy and as 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 applicants 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 and the information will be treated in the strictest confidence.**

Gender Male Female Date of Birth/...../..... Age

What is your sexual orientation?

Bisexual Gay man Gay woman/Lesbian

Heterosexual/Straight Other Prefer not to say

Please contact the recruitment line (0113 380 1207) or email address (recruitment@luu.leeds.ac.uk) if you require the application form in an alternative format

Ethnic Origin

I would describe my ethnic origin as (please tick):

White:	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Other White	<input type="checkbox"/>		
Mixed:	White & Black Caribbean	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>				
Asian or Asian British:	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>
Black or Black British:	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Other Black	<input type="checkbox"/>		
Other Ethnic Groups:	Chinese	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>				

Religion and Belief

I would describe my religion as (please tick):

Atheist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Other	<input type="checkbox"/>
I do not wish to state my religious beliefs				<input type="checkbox"/>			

Criminal Convictions

Have you 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 the potential for fraud (eg 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 Leeds University Union's Data Protection Policy. A copy of this code can be obtained from the Leeds University Union's Administration Department.

Recruitment Source

How did you learn about the vacancy for which you applied? (please tick)

Yorkshire Evening Post	<input type="checkbox"/>	Yorkshire Post	<input type="checkbox"/>	The Guardian	<input type="checkbox"/>
Yorkshire Jobs & Careers	<input type="checkbox"/>	Other Newspaper	<input type="checkbox"/>	Internal Staff Bulletin	<input type="checkbox"/>
Previous Application	<input type="checkbox"/>	Friend or Relative	<input type="checkbox"/>	Luuonline.com	<input type="checkbox"/>
Joblink	<input type="checkbox"/>	AMSU Mailing	<input type="checkbox"/>		
Other (please specify)					

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

Previous Employment

Name & address of Employer	From (date)	To (date)	Main Duties
			Reason for leaving:
			Reason for leaving:
			Reason for leaving:
			Reason for leaving:

Training

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

.....

.....

.....

.....

Time Unaccounted For

Please give details of time not already accounted for (including unemployment):

.....

.....

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 applicant

May we contact referee without consulting you beforehand? Yes No

Further Information

Please provide below how you best meet the requirements of the post as outline in the person specification. 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.

Other Details

Please give dates when you are not available for interview:



For Office Use Only

Applicants should ignore this page. For completion by the appointing Department.

Shortlisting

Was the candidate shortlisted?

Yes

No

Interview Stage

Was the candidate offered the post?

Yes

No

Notes

Large empty box for notes.

Appointment Details

To the post of

Payscale A Payscale B

Actual Salary FTE Salary Annual Salary

Explanation

Grade Hours Term time/All year round

Subject to satisfactory references Yes No

Subject to the provision of ID Yes No

Proposed Start Date Head of Department

Any special requirements for the offer letter

Four horizontal dotted lines for additional notes.