# 

# Application Form for position of: DESIGN TEAM LEADER

**Please** **ensure that you have read the accompanying information before completing this application form. Return your completed application form, marked “Private and Confidential”, to DESIGN TEAM LEADER APPLICATIONS, SUBU, Talbot Campus, Fern Barrow, Poole, Dorset, BH12 5BB**

**or email: subu@bournemouth.ac.uk**

## The Students’ Union has been an Investor in People since 1997.

## Section 1 – Personal Details

Surname: Initials:

Address:

Post Code:

Telephone (Daytime): Telephone (Evening):

E mail address:

Please indicate your availability for interview

a.m. p.m.

Tuesday 16th July

Wednesday 17th July

## Section 2 – Education, professional qualifications and other training relevant to this post

Dates Name of Institution / Training Body Qualifications gained

**Section 3 – Employment**

##### Present or most recent employment

Post: From: To:

Employer’s name and address:

Brief outline of duties:

Period of notice: Current Salary:

Reason for wanting to leave:

**Relevant employment experience** (most recent first): Please indicate both paid and unpaid work and continue on separate sheet if necessary.

Employer’s name and address From – To Post and duties

(state whether full

or part time)

###### Section 4

###### Information to support your application for the post of

**DESIGN TEAM LEADER**

In answering the following questions, please continue on a separate sheet if you feel you need to.

* 1. Referring to the advert and job profile, please describe how your previous experience would be useful in this post and why you believe you are the right person for the job. Include links to your design portfolio or website if possible.

Section 5 - Training and Development

We offer suitable ongoing training and development for employees to get to a competent level of performance and to further develop themselves.

Budgetary and time constraints aside, what training and development activities would you like to have to meet your individual needs and those of the post?

Section 6 – References

We require two references, one of whom should be your current/most recent employer. References may be taken up in advance of the interview unless you indicate otherwise. In this event, please supply a third referee who could be contacted prior to interview. It is likely that an informal discussion will be held prior to interview with a senior member of staff (or officer) of your current employer. Please indicate whether this is admissible to you or not.

Name:………………………………….. Name:……………………………………….

Position:……………………………….. Position:…………………………………….

Address:……………………………….. Address:…………………………………….

………………………………... …………………………………….

………………………………... …………………………………….

Able to contact: Yes/No Yes/No

Relationship to you: Relationship to you:

Section 6 – Declaration

Please state if you have any unspent criminal offences:

(You do not need to include any spent convictions under the Rehabilitation of Offenders Act 1974)

If yes, please give details:

I confirm that all information contained within this form is complete and correct to the best of my knowledge, and understand that any inaccuracies and omissions may result in future disciplinary action.

**Signed:…………………………………………….. Date:…………………………………**

Section 7 - SUBU Equalities and Diversities Monitoring Form

Personal data will be treated in strict confidence and the information on this form will be used for monitoring purposes only.

**Personal Details:**

|  |  |
| --- | --- |
| Title: | Mr / Mrs / Miss / Ms / Dr / Other |
| Surname: |  |
| First Name: |  |
| Age: | 16-24  25-34  35-44  45-54  55+ |
| Gender: | Male  Female  Prefer not to select |
| Working Pattern: | Volunteer |

# Ethnic Origin: Please tick against one of the following

|  |  |  |  |
| --- | --- | --- | --- |
| 1. *Asian or Asian British*   Indian  Pakistani  Bangladeshi  Any other Asian background |  | 1. *Mixed*   White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background |  |
| 1. *Black or Black British*   Caribbean  African  Any other Black background |  | * 1. *White*   British  Irish  Any other White background |  |
| 1. *Chinese or other ethnic group*   Chinese  Any other |  | *Prefer not to select* |  |

**Religion or Belief: Please tick against one of the following**

|  |  |  |  |
| --- | --- | --- | --- |
| No religion |  | Jewish |  |
| Bahai |  | Muslim |  |
| Buddhist |  | Sikh |  |
| Christian |  | Other |  |
| Hindu |  | Prefer not to select |  |
| Jain |  |  |  |

**Sexual orientation: Please tick against one of the following**

|  |  |  |  |
| --- | --- | --- | --- |
| Bisexual |  | Gay Man |  |
| Gay Woman / Lesbian |  | Heterosexual / Straight |  |
| Prefer not to select |  |  |  |

**Disability: Please tick against one of the following**

|  |
| --- |
| Do you consider yourself to have a disability within the meaning of the Disability Discrimination Act 1995?  The Disability Discrimination Act 1995 defines a disabled person as someone who has a physical or mental impairment, which has substantial and adverse long-term effect on his or her ability to carry out day-to-day activities. Conditions covered may include, for example severe depression, dyslexia, diabetes, epilepsy and arthritis.  Having read this do you consider yourself to be covered by the definition?  Yes  No  Prefer not to select  *If you answered yes, can you please indicate the day-to-day activities affected by your disability. (Please indicate as many as applicable)*  Eyesight  Mobility  Hearing  Speech  Manual Dexterity  Physical Coordination  Ability to learn or understand, or memory  Ability to lift, carry or move everyday objects  If you wish, please state your disability here:  Please give details of any special arrangements you may require:    *SUBU is collating information around disability in order to provide a productive working environment for its employees by reviewing barriers that prevent employees to work effectively.* |

Information given on this form may be used to update databases used to identify diversity

issues and the need for positive action, this data will be used for monitoring purposes only.

Only a small number of authorised people have access to diversity data held by SUBU.

### Thank you for completing this form