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# The Students’ Union at Bournemouth University

# Application Form for position of: Communications Assistant (student staff)

Please ensure that you have read the accompanying information before completing this application form. Return your completed application form, marked **“Private and Confidential”** to **SUBU Reception**, email subu@bournemouth.ac.uk by **9am on Friday 28th September 2018**.

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

Please indicate the position you would like to apply for. You may apply for more than one position:

**Activities Communication Assistant 🞎**

**Community Communication Assistant 🞎**

**Democracy and Equality Communication Assistant 🞎**

**Insight and Policy Communication Assistant 🞎**

If you are applying for more than one position please number them in order of preference. Please note, that whilst we will take your preferences into account, we *may* recommend you for one of the other positions.

## Section 1 – Personal Details

Surname: Initial/s:

Address:

Post Code:

Telephone (Daytime): Telephone (Evening):

E mail address:

Relevant website address (e.g. portfolio site):

Please indicate your *preferred* availability for interview:

Wednesday 3rd October am 🞎 pm 🞎

Thursday 4th October am 🞎 pm 🞎

## 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:

**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

In answering the following, please continue on a separate sheet if you need to; equally it is not necessary to fill all the space.

Referring to the 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.

Section 5 – 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.

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

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

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

 ………………………………... …………………………………….

 ………………………………... …………………………………….

 Email: …………………………………. Email: …………………………………….

Able to contact prior to interview: Yes/No Able to contact prior to interview: 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:…………………………………**