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# The Students’ Union at Bournemouth University

# Application Form for position of: Activities Co-ordinator

**Please** **ensure that you have read the accompanying information before completing this application form. Return your completed Application Form with the Equal Opportunities Monitoring Form, to Students Union General Reception, email** **subu@bournemouth.ac.uk** **by midday on Tuesday 6th August 2019.**

## 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 on Wednesday 21st August 2019:

 am pm

 Wednesday 21st August 2019

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

* 1. Referring to the information pack, please describe how your previous experience would be useful in this post and why you believe you are the right person for the job.

**4.2 From what you know about us, why do you think you would work well at SUBU?**

**4.3 SUBU is a lively and at times noisy place to work in, additionally this post will be based in the centre of an open plan public area. What challenges do you envisage this will have for you and the responsibilities of this role and how would you manage them?**

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. 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:…………………………………….

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 ………………………………... ………………………………………

Email ……………………………………. Email …………………………………………..

Daytime Tel: ………………………… Daytime Tel: …………………………

Able to contact prior to interview

 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:…………………………………**