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**Application for Employment**

Return this completed form along with the Diversity Monitoring Form, by email to [subuhradmin@bournemouth.ac.uk](mailto:subuhradmin@bournemouth.ac.uk)

**Section 1 – Contact Information**

Purchase Ledger Assistant

Position applied for

Full Name:

Address:

Telephone:

Please note the interview date on the advertisement – please say below if you cannot attend on this date and why. Please also indicate when you could potentially start the role if successful:

Email address & Mobile Number:

**Section 2 – Education**

Give details of your education and relevant training courses

|  |  |  |
| --- | --- | --- |
| Name of School/University | Subjects studied | Results |
|  |  |  |

**Section 3 – Employment History**

Please list in chronological order all your previous work experience, starting with your present or last employer.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and address of your  **Present or Last** employer | Dates  From | To | Job title and main  responsibilities | | Reason for leaving |
|  |  |  |  | |  |
| Name and address of your **Previous** employer(s) | Dates  From | To | Job title and main  responsibilities | Reason for leaving | |
|  |  |  |  |  | |

**Section 4 – Relevant skills and experience**

Referring to the information pack, please give details and examples of:

1) Where you can demonstrate where your knowledge, skills and attributes are relevant to the Job Description

And

2) Why do you want to work in a Students’ Union?

|  |
| --- |
|  |

**Section 5 – References**

We will require two references which will normally be taken once an offer of employment has been made.

However, all offers of employment are conditional to receiving two appropriate references. SUBU reserves the right to

Withdraw an offer if suitable references cannot be obtained. One reference must be your current employer.

Referee 1 (current employer) Full Name:

Organisation:

Telephone:

Can referee be contacted now?

Email:

Referee 2 Full Name:

Organisation:

Telephone:

Can referee be contacted now?

Email:

**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:

Please note we will have to satisfy your **Right to Work in the UK** before we can progress an application

Do you have the Right to Work in the UK? **YES/NO – (If you are a non-national please advise us of the documentation you hold that gives you the Right to Work in the UK)**

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 the withdrawal of an offer of employment or future disciplinary action if I am in post.

Date:

Name: