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# Application for Employment

# Title of post: Volunteering and Sustainability 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, by email to** **subu@bournemouth.ac.uk** **or by post to Students’ Union at Bournemouth University, Talbot Campus, Fern Barrow, Poole, Dorset, BH12 5BB.** 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 14th, 15th & 16th January 2019:

…………………………………………………………………………………………………………………………………….

Please state when you would be available to take up employment if offered:

…………………………………………………………………………………………………………………………………….

## 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:

Reason for seeking other employment:

**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 Reason for leaving (Full or part time)

###### **/Continued**

Employer’s name and address From – To Post and duties Reason for leaving (Full or part time)

***Section 4 – Information to support your application***

* 1. Referring to the information pack, please give details and examples which demonstrate your knowledge, skills and attributes relevant to the Job Description (continue on a separate sheet if necessary):

4.2 Given what you know of the Students’ Union, please explain why you feel that you would work well here:

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:…………………………………….

 ………………………………... …………………………………….

 ………………………………... ……………………………………..

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

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

Able to contact: Yes/No Able to contact: Yes/No

Relationship to you: Relationship to you:

If you have selected ‘No’, referees will automatically be contacted when a job offer has been made and accepted.

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:…………………………………**