

**UNION**

**STAFF TEAM**

**Personal details**

**Application Details**

**Equal Opportunities Monitoring Form**

**RECRUITMENT**

Full job descriptions and person specifications can be found in our Recruitment Packs alongside useful information to complete your application. These can be found by visiting our website [www.northamptonunion.com/jobs](http://www.northamptonunion.com/jobs)

**Notes & Instructions**

This application form has been designed to be completed **electronically**. Please expand any tables as necessary, noting where there are limits to the length of your answers. Do **not** complete any shaded areas.

Before answering the following questions, please make sure that you have read the accompanying Job Description and Person Specification carefully. Short listing is undertaken on the basis of information contained in your Application. We therefore advise you to give the fullest description of your skills, qualifications and experience in relation to the Person Specification so that we may consider your application most favourably.

Your Personal Details and Equal Opportunities Monitoring Form will be separated from your application on receipt.

**Returning your Application**

* Please return this form by email (a CV will not be accepted)
* State in the subject line the “Application for (insert job title)”
* Email to the address stated in the Job Recruitment Pack.
* The deadline for return of forms is stated in the Job Recruitment Pack. Please note the Students’ Union will not consider applications received after the deadline.

If you require any assistance in completing this application form, or have additional enquiries about the post please contact the named staff member in the Job Recruitment Pack.

**Part One : Personal Details**

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| **Full name** |  |
| **Address** |  |
| **Mobile Telephone** |  |
| **Other Telephone No** |  |
| **Email address** |  |

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| **Are you currently a student at the University of Northampton?** | Yes/ No |
| **If so, what is your expected year of graduation?** |  |

**Availability**

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| --- | --- | --- |
| **Length of notice or date you could start if offered the post:** | |  |
| **The Job Application Pack Summary states the planned interview date. Please confirm that date here and that you will be available for interview** | **Interview Date:** | Week commencing 29th April 2019 |
| **Available:** | Yes/ No |

**FURTHER INFORMATION & DECLARATION**

|  |  |
| --- | --- |
| **Before answering the next question please refer to notes available in the job pack** | |
| **Eligibility to Work in the UK**  The Immigration, Asylum and Nationality Act 2006 (as amended) makes it illegal for an employer to employ staff ineligible to work in the UK.  Prior to you commencing your employment you will be required to produce original documents that confirm your right to work in the UK, and any offer of employment/engagement will be dependent upon you being able to demonstrate that you have the right to work in the UK. We will provide further details about which documents you will be required to provide. | |
| **It would be helpful if you would confirm the following:**  **Are you eligible to work in the UK?** (Please delete as appropriate) | Yes/ No |
| **Criminal Convictions and Disclosure and Barring Service Checks**  This post is covered by the Rehabilitation of Offenders Act 1974 (the Act). This means you are only required to provide details of any criminal convictions that are not ‘spent’ under the terms of the Act (known as unspent convictions). You may wish to contact the Probation Service about whether any convictions are regarded as spent before signing the declaration. This information will be kept in confidence and will be discussed with short listed applicants at the interview, only if the conviction is considered relevant to the post.  Some post within the Students’ Union will require post holders to undertake a Disclosure and Barring Service Check. We will provide you with details of any steps that you will need to take in order to obtain this check.  Please note that criminal record or conviction is not necessarily a barrier to employment with the Students’ Union. | |
| **Do you have any un-spent criminal convictions (Please delete as appropriate)**  **(if yes please provide further details of your conviction in the box below):** | Yes/ No |
|  | |
| **If successful do you consent to a Disclosure and Barring Service Check?** (Please delete as appropriate) | Yes/ No |

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| **EQUALITY ACT 2010**  The Student Union is aware of its legal obligations under the Equality Act 2010 and is committed to equality of opportunity. | |
| **Do you consider that you have a disability which will affect your ability to undergo the recruitment process?** (Please delete as appropriate)  If Yes please provide further details below and also please specify any reasonable adjustments that you consider we could make in order to assist you with your application or the recruitment process: | Yes/ No |
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| All employees in the UK must have a National Insurance Number and register this with their employer. You can start work without a National Insurance Number but you will have to apply for one as soon as possible. | | | |
|  | **Yes** | **No** | **If yes, please provide your National Insurance Number** |
| Do you currently have a permanent (non-temporary) National Insurance Number? |  |  |  |

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| I confirm that to the best of my knowledge, all the information given by me in this application form is correct, and I possess all the qualifications that I claim to hold. I acknowledge that if any of the information is false, inaccurate, misleading or materially incomplete, this may cause the Student Union to withdraw an offer of employment or render me liable to summary dismissal.  The Student Union will process the personal data enclosed in this application form and any other recruitment information provided by you (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process) in order to make decision about your recruitment or appointment and to check that you are legally entitled to work in the UK and, if applicable, equal opportunities monitoring. You will be provided with further written information concerning the processing of your personal data in a privacy statement. When signing your application form, you are also agreeing for the University of Northampton Students Union to hold your data, in accordance with GDPR regulations. The Company is fully committed to compliance with the requirements of the General Data Protection Regulation (GDPR) and all other data protection legislation currently in force. The Regulation applies to anyone processing personal data and sets out principles which should be followed and gives rights to those whose data is being processed. For further information please refer to the Students Union privacy statement linked to your application process. | | | |
| **Name** |  | **Date** |  |

**Part Two : The Job Application**

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| **I want to apply for:** |  |

**Work and Professional Experience**

Please provide details of your employment and professional experience **within the last five years**, starting with the most recent. Use one row for each post held and add additional rows as necessary. Please indicate if posts held were voluntary or paid, and full or part time posts.

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| **Dates**  **from / to** | **Name of organisation** | **Post held and brief description of responsibilities** |
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**SKILLS DEVELOPMENT**

**Additional Information - Why should we hire you?**

Please describe your skills or experience gained through study, voluntary activity or work, which you feel makes you suitable for the position you are applying for. Remember to refer to the Person Specification in the Recruitment Pack– this is what we are looking for and the criteria against which we will shortlist candidates.

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**Part Three : Equal Opportunities Monitoring Form**

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

**This sheet is separated from all other parts of your application upon receipt at the University of Northampton Students’ Union. All information is treated in the strictest confidence. This data is captured for monitoring purposes only and will play no part in the recruitment process**.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.

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| --- | --- |
| **Date of Birth (DOB)** |  |
| **Current Age** |  |
| **Marital Status** |  |
| **Nationality** |  |

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| **GENDER (Please X)**  (If you are undergoing gender reassignment, please use the gender you identify with.) | | | | |
| Male |  | Female |  |  |
| Self-define as other (please state) | | |  | |

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| **GENDER IDENTITY (Please X)**  Do you identify as transgender/transsexual? | | | | |
| Yes |  | No |  |  |

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| **DISABILITY (Please X)**  The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months. | | | | |
| Do you consider that you have a disability under the Equality Act? | Yes |  | No |  |
|  | Used to have a disability but have now recovered |  | Don’t know |  |

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| **ETHNICITY**  Please X, which ethnic group you belong to and/or specify if selecting ‘Other’ | |
| White - British |  |
| White – Irish |  |
| White – Other (please specify) |  |
| Black or Black British -Caribbean |  |
| Black or Black British -African |  |
| Black or Black British -Other (please specify) |  |
| Mixed race – White and Black Caribbean |  |
| Mixed race – White and Black African |  |
| Mixed race – White and Black Asian |  |
| Asian or Asian British - Indian |  |
| Asian or Asian British - Pakistani |  |
| Asian or Asian British - Bangladeshi |  |
| Asian or Asian British - Chinese |  |
| Asian or Asian British - Other (please specify) |  |
| Any other ethnic background (please specify) |  |

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| **RELIGION**  Please describe your religion or other strongly-held belief in the box below: | |
| …………………………………………………………………………………………...  **OR please X below** | |
| I have no particular religion or belief |  |

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| **SEXUALITY (Please X)**  How would you describe yourself? | |
| Heterosexual |  |
| Gay |  |
| Bisexual |  |
| Lesbian |  |
| Self-define as other (please state) |  |

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| --- | --- |
| **Job applied for:** |  |
| **Closing date for applications** |  |
| **Where did you hear about this vacancy?** |  |