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| APPLICATION FOR EMPLOYMENT |

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| Applications must be clearly written in black ink or typed |

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| **Post applied for** | **Advice, Policy & Training Officer** |

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| PERSONAL DETAILS | | | |
| **Family Name** |  | **Initials** |  |

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| **Address where we can write to you:** | |
|  | |
|  | Postcode |

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| Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Daytime phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? If YES, please give details | YES/NO |
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| NOTE TO ALL APPLICANTS*In accordance with the Immigration, Asylum and Nationality Act 2006, if you are offered the post, GUSRC must verify your right to work in the UK by inspecting your passport or other relevant documentation as prescribed by the Home Office.* | |

**QUALIFICATIONS**

(Academic and/or Professional) or courses presently being studied.

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| **Subject** | **Level** | **Class/Grade Result** | **Length of Study** |
|  |  |  |  |

## OTHER EDUCATION

Training – include any short course you have undertaken, e.g. Nightschool, First Aid, Company

Training Courses.

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| **Length of Course** | **Details** |
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**EMPLOYMENT HISTORY**

Please give details of past and present work. This can be paid work, voluntary work or work from home. Start with the most recent.

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| --- | --- | --- | --- | --- |
| Please state current salary | | | **£** | |
| From | To | Name of Employer, Job Title and Duties | | **Reason for Leaving and salary on**  **leaving.** |
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**SUPPORTING INFORMATION**

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| **GUSRC wishes to compare your experience, skills and knowledge with its requirements. You should try to demonstrate, both in the application form and at the interview, if called, that you can satisfy the requirements of the job description and the person specification.**  **This section gives you an opportunity to elaborate on answers already provided and supply additional information in support of your application. It will not be sufficient to duplicate what the person specification says. You should be able to demonstrate that you have the required skills, experience or qualities sought by reference to your academic, personal or professional life.** [Please use additional paper if necessary] |

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| **1.** | **Knowledge, Skills & Abilities** |
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| **2.** | **Experience** | |
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| **3.** | **Motivation and Outlook. Please add any relevant additional information about yourself here. *(Include in this section the reasons why you are applying for this job)*** | |
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| **REFERENCES** | | | | | | | |
| Please give the name and address of 2 people to whom requests for references can be made. If you are at present employed or have been employed, please include details of present/last employer. | | | | | | | |
| **Name:** | | |  | **Name:** | | | |
| **Address:** | | |  | **Address:** | | | |
|  | | |  |  | | | |
| **Tel No:** | | |  | **Tel No:** | | | |
| Please tick box if you do not wish referees to be approached without prior permission. | | | | | | | |
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| ASSISTANCE FOR PEOPLE WITH DISABILITIES | | | | | | | |
| If you have a disability, are there any arrangements that we can make for you if you are called for interview? Please give details below. | | | | | | | |
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| GENERAL INFORMATION | | | | | | | |
| How soon after an offer of a job, would you be able to start? | | | | |  | | |
| Where did you see/hear about this post? | | | | |  | | |
| DECLARATION | | | | | | | |
| *I confirm that to the best of my knowledge the information I have provided in this application is* *correct.* | | | | | | | |

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| **Signed:** |  | **Date:** |  |

Return application and separate Equal Opportunities Monitoring form

by **5pm on Monday 20th March 2017** marked ‘Confidential’to:

###### Students’ Representative Council, University of Glasgow,

John McIntyre Building, Glasgow G12 8QQ

Or by email to:

[enquiries@src.gla.ac.uk](mailto:enquiries@src.gla.ac.uk)