****

**APPLICATION FOR EMPLOYMENT**

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

**Post applied for: Welcome Point Reception & Administration Staff / Bookshop Assistant Staff**

**PERSONAL DETAILS**

**Family Name** **Initials**

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

 **Postcode:**

If you can be contacted during the day by phone, please give the number:

If you have a telephone at home, please give the number

Email address

I am fully available to work weekdays **from 13th August 2018– 26th October 2018** (University class timetable needs will be accommodated) **YES/NO**

If you answered no please provide details

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**

**QUALIFICATIONS**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Level** | **University/Institution** | **Year Completed/expected to complete** |
|  |  |  |  |

**OTHER EDUCATION**

**Training** – include any short course you have undertaken, e.g. Night school, First Aid, Company Training Courses.

|  |  |
| --- | --- |
| **Length of Course** | **Details** |
|  |  |

**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.

Please state current salary **£**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name of employer, job title and duties** | **Reason for leaving and salary on leaving** |
|  |  |  |  |

|  |
| --- |
| **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**  |

|  |
| --- |
| **1.Experience and Knowledge** |

|  |
| --- |
| **2.Skills** |

**REFERENCES**

Please give the name and address of two 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:**

**Email Address: Email Address:**

**Tel No: Tel No:**

Please tick box if you do not wish referees to be approached without prior permission.

**ASSISTANCE FOR PEOPLE WITH DISABILITIES**

If you have a disability, are there any arrangements that we can make for you are called for interview?

Please give details below.

**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.***

**Signed: Date:**

**Return application by 3pm on Friday 13th July 2018 to**

GUSRC Welcome Point, University of Glasgow,

McIntyre Building, University Avenue,

Glasgow, G12 8QQ

enquiries@src.gla.ac.uk

Interviews will be held on the 24th & 25th July.