**MDXSU APPLICATION FORM**

**2017/18**

##### Please return your completed application form by email to [recruitment@mdxsu.com](mailto:recruitment@mdxsu.com)

**PART A:** PERSONAL DETAILS

*Please fill in all these details so that we can process your application*

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| **Please write the name of the position you are applying for:**  Click here to enter text. | |
| **You and your contact details** | |
| *Please cross ONE box or enter your preferred title*  *Please fill in your full name*  *This is your preferred or shortened name*  *Your student number begins with ‘M00’* | |  |  | | --- | --- | | Title:  Mr Mrs Ms Miss Dr Prof. Other  Click here to enter text. | | | Surname:  Click here to enter text. | Forename(s):  Click here to enter text. | | Preferred name:  Click here to enter text. |  | | Address:  Click here to enter text.  Click here to enter text. |  | | Postcode:  Click here to enter text. |  | |  |  | | Telephone/mobile number:  Click here to enter text. | Email address:  Click here to enter text. | |  |  | | National Insurance Number:  Click here to enter text. |  | |
|  | |
| *Please choose*  *You only need to answer questions (B) and (C) if you answered ‘NO’ to question (A)* | |  | | --- | | A) Are you a UK/EEA national?  Yes No  B) If you are not a UK/EEA national do you have a visa to work in the UK? (e.g. a Tier 1 visa)  Yes No  C) Are you applying under the Tier 2 PBS?  Yes No | |  | |

*Please continue your application overleaf*

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| **Your employment** | |
| *Name and address of most recent employer*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Company name:  Click here to enter text.  Address:  Click here to enter text.  Click here to enter text. | |  | | | | Postcode:  Click here to enter text. | | |  | | | |  |  | | |   Tel No:  Click here to enter text.  Email Address:  Click here to enter text. | Post Held:  Click here to enter text.  From (Date) until (date):  Click here to enter text.  Salary:  Click here to enter text.  Please state notice period and/or earliest start date:  Click here to enter text.  Reason for wishing to leave:  Click here to enter text. |

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| **Why does this role interest you?** |
| *Please detail why this key area is most relevant to you and why it interests you*  Click here to enter text. |

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| **What relevant experience would bring to the role?** |
| *Please detail your experience from work, university or voluntary roles that demonstrate why you would excel in this role*  Click here to enter text. |
| **Other relevant or supporting information or items from your portfolio** |
| *Please detail any other skills, experience, qualifications or other relevant information that make you suitable for this role and support your application including any portfolio items for creative roles*  Click here to enter text. |

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| **Previous Employment**  *(Please give details of previous held and include any* ***relevant*** *voluntary or unpaid work. Continue on a separate sheet if required).* | | | |
| Past Employer(s) most recent first: | Post held and main Role(s) | Dates From/To: | Reasons for leaving: |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

*Please continue your application overleaf*

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| **Education and Training**  *(If you have attended a place of further or higher education, information concerning schools and school examinations may be omitted). You will be required to produce original certificates/qualifications.* | | | |
| **a) Secondary education OR Further and/or Higher education, giving most recent qualification first. Please include any professional qualifications.** | | | |
| School/College/University/Other  Click here to enter text. | Qualification and subjects(s)  Click here to enter text. | Qualification/ level  Click here to enter text. | Year obtained  Click here to enter text. |
| **b) Qualification(s) currently being undertaken** | | | |
| Institution/Provider  Click here to enter text. | Subject(s)  Click here to enter text. | Qualification/level  Click here to enter text. | Year obtained  Click here to enter text. |

**PART C:** APPLICATION DETAILS

*Please fill out these details- they are necessary for us to process your application*

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| **Disclosure of a Criminal Record/Rehabilitation of Offenders Act 1974** |
| If the post you have applied for is **exempt** from the Rehabilitation of Offenders Act 1974 and requires a Standard or Enhanced Disclosure (as indicated on the job description), you must disclose **all** convictions (whether spent or unspent), cautions, reprimands and final warnings on your criminal record. (***Please read the guidelines carefully***)  **If the post is subject to either a Standard or Enhanced Disclosure, you must answer the following question:**  Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?  Yes No  **If the post is subject to Enhanced Disclosure, you must also answer the following question:**  Are you aware of any police enquiries undertaken following allegations made against you or do you have any pending prosecutions, which may have a bearing on your suitability for this post?  Yes No |
| **For all other posts:** Do you have any unspent criminal convictions?  Yes No  (If you answer yes to any of the above questions, please give details of offences, penalties and dates on a separate document (which should be signed and dated), and sent to [recruitment@mdxsu.com](mailto:recruitment@mdxsu.com). Include your name and the job title in the document.) |

*Please continue your application overleaf*

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| **Have you worked for Middlesex University Students’ Union before?** |
| Have you worked for Middlesex University Students’ Union before?  Yes No  If yes, please state dates of employment and your previous job title(s):  Click here to enter text. |
| Please indicate if you are applying for this post on a part-time/job share basis  Yes No  If yes, please state (a) number of hours you wish to work per week  Click here to enter text.  (b) do you have a job share partner  Yes No |

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| **Disability** |
| Do you consider yourself to have a disability? Yes No  Please describe any special requirements/reasonable adjustments which will help you participate in an interview or to carry out this post if appointed:  Click here to enter text. |

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| **Reference** *Please give a name to act as a referee for your application. This person should not be related to you and will be willing and able to provide up-to-date information on your qualifications, experience and skills to support your application. This could be somebody related to relevant voluntary or community work or, if appropriate, your head teacher or lecturer/tutor from your last school or college or university.* |
| |  |  | | --- | --- | | **Reference 1-** Name:  Click here to enter text.  Position:  Click here to enter text.  Relationship to you:  Click here to enter text.  Address:  Click here to enter text.  Click here to enter text.  Postcode:  Click here to enter text.  Telephone/mobile number:  Click here to enter text.  Email address:  Click here to enter text.  May we contact this person prior to interview?  Yes No | **Reference 2-** Name:  Click here to enter text.  Position:  Click here to enter text.  Relationship to you:  Click here to enter text.  Address:  Click here to enter text.  Click here to enter text.  Postcode:  Click here to enter text.  Telephone/mobile number:  Click here to enter text.  Email address:  Click here to enter text.  May we contact this person prior to interview?  Yes No | |

*Please continue your application overleaf*

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| **Declaration** |
| 1. *I understand the Students’ Union reserves the right to withdraw an offer of appointment or to terminate my employment with or without notice or payment in lieu in cases where: (a) it is discovered I do not have the claimed qualification or experience (b) I do not obtain, for whatever reasons, any appropriate examination or licence; (c) I become disbarred from the appropriate Regulatory Body or Authority.* 2. *I understand that an offer of appointment will be subject to references satisfactory to the Students’ Union.* 3. *I understand that, if the post is subject to Standard or Enhanced Disclosure, I must disclose details of any criminal record, including convictions, cautions, reprimands and final warnings and (for Enhanced Disclosure) any other information that may have a bearing on my suitability for the post.* 4. *I understand that providing false or misleading information will disqualify me from appointment or if appointed will render me liable to dismissal without notice.* 5. *I declare that the information I have given is, to the best of my knowledge, true and complete.*   *I agree that the information given may be used for registered purposes under the Data Protection Act 1998.*  Has anyone else completed this form on your behalf?  Yes No |
| |  |  | | --- | --- | | *Please insert an electronic signature or write your name:* | Signed:  Click here to enter text.  Date:  Click here to enter text. | |

##### This is the end of the application form. Please return your completed application form by email to [recruitment@mdxsu.com](mailto:recruitment@mdxsu.com)