**MDXSU STUDENT STAFF 2017/18**

APPLICATION FORM

##### Please return your completed application form by email to recruitment@mdxsu.com

**PART A:** ROLE

*Please ensure you apply for the role that you are most interested in from our website*

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| **Which role are you applying for?** |
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**PART B:** PERSONAL DETAILS

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

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| **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’* |

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| Title:[ ] Mr [ ] Mrs [ ] Ms [ ] Miss [ ] Dr [ ] Prof. [ ] OtherClick 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. |  |
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| Telephone/mobile number:Click here to enter text. | Email address: Click here to enter text. |
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| National Insurance Number:Click here to enter text. | Middlesex student number:Click here to enter text. |

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| **Your school and study** |
| *Cross ONE box only* |

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| Your school:☐Business School ☐Law School ☐Health & Education ☐Science & Technology ☐Art & Design ☐Media & Performing Arts | Year of study:Click here to enter text.Your course: Click here to enter text. |

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| **Your employment** |
| *Please choose* *You only need to answer questions (B) and (C) if you answered ‘YES’ to question (A)* |

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| A) Are you a UK/EEA national? [ ] Yes [ ] NoB) 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 [ ] NoC) Are you applying under the Tier 2 PBS? [ ] Yes [ ] No |

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*Please continue your application overleaf*

**PART B:** APPLICATION FOR THE ROLE

*Please read and fill out the questions in this section carefully and as comprehensively as you can - as these will be used to support your application for the role*

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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. |

**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. Include your name and the job title in the document.) |

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| **Have you worked for Middlesex University Students’ Union before?** |
| Have you worked for Middlesex University Students’ Union before? [ ] Yes [ ] NoIf 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 [ ] NoIf 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 [ ] NoPlease 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. |

*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 |
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| *Please insert an electronic signature or write your name:* | Signed:Click here to enter text.Date:Click here to enter text. |

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##### This is the end of the application form. Please return your completed application form by email to recruitment@mdxsu.com