**MDXSU INTERNSHIPS & STUDENT STAFF**

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

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| Which of the Internships/Student Staff Positions are you applying for:  Click here to enter text. |

**PART A:** 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’* | |  |  | | --- | --- | | 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. | Middlesex student number:  Click here to enter text. | |
| **Your school and study** | |
| *Cross ONE box only* | |  |  | | --- | --- | | 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. | |
| **Your employment** | |
| *Please choose*  *You only need to answer questions (B) and (C) if you answered ‘NO’ to question (A)*  *For reference, proposed hours can be found within the job description* | |  | | --- | | 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  This role will require a large amount of evening work, and some late nights (post-midnight finishes). Please confirm your ability & availability for such shifts:  ☐Yes ☐No | |

**PART B:** APPLICATION FOR THE ROLE

*Please read and fill out the questions in this section carefully and as comprehensively as you can - These questions will help us understand why you want to join our team at MDXSU and what skills and experience you have.*

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| **Why do you want to take up this internship position at MDXSU?** |
| *In* ***500 words*** *maximum****,*** *please tell us why you want to be a part of our team at MDXSU and why this position interests you. Please include how this role will support your personal development, develop your skills, complement your studies and/or benefit you in the future*  Click here to enter text. |

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| **What relevant experience would bring to the role?** |
| *In* ***300 words*** *maximum, please detail your experience from work, university or voluntary roles that demonstrate why you would excel in this role.*  Click here to enter text. |

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| **Other relevant or supporting information** |
| *In* ***300 words*** *maximum, please detail any other skills, experience, qualifications or other relevant information that make you suitable for this role and support your application. Please refer to the requirements in the job description and detail how you meet these.*  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.) |

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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. |

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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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| **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)