**MDXSU STUDENT STAFF 2017/18**

APPLICATION FORM

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

**PART A:** ROLE

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

|  |
| --- |
| **Which role are you applying for?** |
|  |

**PART B:** PERSONAL DETAILS

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

|  |  |
| --- | --- |
| **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 ‘YES’ 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*

**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*

|  |
| --- |
| **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. |

|  |
| --- |
| **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*

|  |
| --- |
| **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.) |

|  |
| --- |
| **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 |

|  |
| --- |
| **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. |

*Please continue your application overleaf*

|  |
| --- |
| **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)