



## Application for Employment

- Please complete all sections of the application form below.
- CVs and additional sheets will not be accepted unless specifically requested in the advert.

### Note to Applicants:

The information in the personal details section of your application will not be shared with the recruiting panel at the initial assessment stage. The exception to this is where a panel member is involved in the administration of the process i.e., HR Manager. If you are invited to the next stage of the process, your name will then be shared.

<b>APPLICATION FOR THE POST OF:</b>	
<b>Vacancy Title:</b>	<b>Communications Coordinator – March 2025</b>

<b>PERSONAL DETAILS</b>			
<b>First Name[s]</b>		<b>Last Name:</b>	
<b>Title:</b>		<b>Preferred Name:</b>	
<b>Pronouns:</b>		<b>Uni Email (if student):</b>	
<b>Address:</b>		<b>Personal Email:</b>	
		<b>Telephone - Home:</b>	
		<b>Telephone - Mobile:</b>	
<b>Post Code:</b>		<b>Prefer method of contact?</b>	

<b>QUALIFICATIONS</b>			
<b>Please include all relevant qualifications you currently hold and those you are working towards.</b>			
Qualification level and subject	Grade	Place of Study	Dates from/to:

**TRAINING / PROFESSIONAL MEMBERSHIPS**

Please list relevant training or professional memberships,  
e.g. short courses, professional bodies etc.

Course / Membership	Date	Training Provider / Professional Body

**CURRENT OR MOST RECENT EMPLOYMENT or VOLUNTEER ROLE**

<b>Employer's Name &amp; Address:</b>	
<b>Job/Role Title:</b>	
<b>Salary/Voluntary:</b>	
<b>Start Date:</b>	
<b>End Date [if relevant]:</b>	
<b>Notice Required / Date left:</b>	
<b>Reason for seeking new employment:</b>	
<b>Outline of main duties and responsibilities</b>	

**PREVIOUS EMPLOYMENT or VOLUNTEER ROLE**

Employer:	Dates to/from:	Job/Role Title:	Brief Outline of Duties:	Reason for leaving:

**Please provide a brief explanation for any gaps in your employment/volunteering history:**

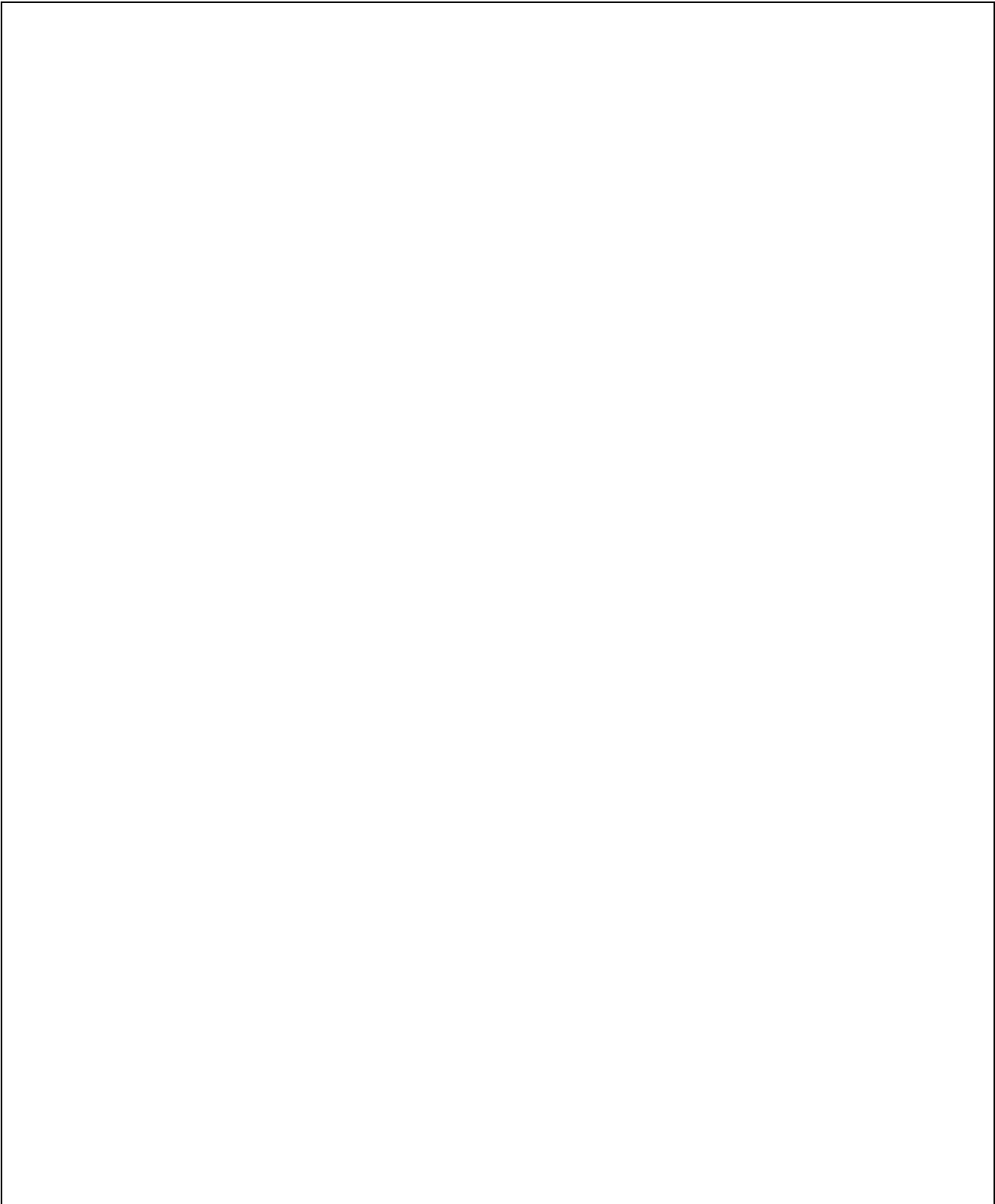
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**If you have been dismissed from any employment or volunteering, please provide details:**

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## **ASSESSMENT AGAINST ESSENTIAL AND DESIRABLE CRITERIA**

- Please describe over no more than two pages how you meet the essential and desirable criteria of the person specification as outlined in the job description.
- CVs and additional sheets should not be submitted unless specifically requested in the advert.



### Eligibility to Work in the UK

You must be eligible to work in the UK or meet the requirements of the Home Office Points Based Immigration scheme.

Are you an EEA / EU citizen?

Are you eligible to work in UK without restriction?

Please provide details e.g. what type of visa do you have:

What is the expiry date (mandatory, if applicable):

### Criminal Convictions

Criminal convictions disclosed on this form will only be taken into account in so far as they are assessed to be relevant by USSU. Spent convictions will only be taken into account where the job is exempt from the Rehabilitation of Offenders Act 1974 (this will be stated in the job advert where relevant).

Have you ever been convicted of a criminal offence, or do you have prosecutions pending?

If YES, please provide details:

### ACCESS REQUIREMENTS AND FACILITIES

Please give details of any arrangements or facilities you may require to enable you to attend an interview for the post for which you are applying (e.g. sign language interpreter, level access etc).

### IF YOU ARE A STUDENT APPLYING FOR A STUDENT ROLE, PLEASE ANSWER THE FOLLOWING:

What course are you studying:

When did your course start?

When does your course end?

## REFEREES

Please give details of two referees, with at least one from your most recent employer(s).

Note: we may contact any previous employer for a reference if you are successful.

Students should provide referees from your most recent educational establishment and recent employer (if applicable).

Name:		Name:	
Position:		Position:	
Address:		Address:	
Telephone:		Telephone:	
Email:		Email:	
How long have you known this referee and in what capacity?		How long have you known this referee and in what capacity?	

## DATA PROTECTION ACT 1998

All personal information that you provide will be held and processed in accordance with the requirements and safeguards of the Data Protection Act 1998. Sunderland SU will use the information provided by you only for the purposes stated in the relevant section of the application form, or for anonymised statistical monitoring. Sunderland SU retains information about job applicants for 6 months. For successful candidates, application forms are retained on the personal file and information from both parts of the application form is held electronically for contractual and statistical monitoring purpose.

By submitting this form, you are actively indicating your understanding and acceptance of the following:

- To the best of your knowledge the information you have given on this form is correct and may be used as part of your contract of employment.
- You consent to the processing of your data for the purposes described in the 'Data Protection' section of this form.
- Any of the following will disqualify your application or, in the event of discovery after appointment, may result in the termination of your employment:
  - Deliberately giving false, incomplete, or misleading information.
  - Failure to disclose unspent criminal convictions within the meaning of the Rehabilitation of Offenders Act 1974.
- You will be responsible for registering with the Independent Safeguarding Authority where the job involves regulated activity within the meaning of the Safeguarding Vulnerable Groups Act 2006.