We’re really excited to get to know you a bit better. To help us with this, please either type in to this form or use black ink. Thanks!

Heriot-Watt University Student Union processes your personal data for the administration of recruitment and employment purposes. Your personal data will not be shared with any third parties. Full information on our data processing can be found on our Employee Privacy Statement at www.hwunion.com/privacy

# A Which job are you applying for?

|  |  |
| --- | --- |
| POSITION APPLIED FOR: |  |
| WHERE DID YOU SEE THIS POSITION ADVERTISED? |  |

# B Tell us who you are

|  |  |  |  |
| --- | --- | --- | --- |
| TITLE |  | NATIONALITY |  |
| SURNAME |  | | |
| FORENAME(S) |  | | |
| ADDRESS |  | | |
| EMAIL |  | | |
| DAYTIME TELEPHONE |  | EVENING TELEPHONE |  |
| DO YOU HAVE PERMISSION TO WORK IN THE UK? | | | YES / NO |

# C What academic or professional qualifications do you have?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| QUALIFICATION(S) | DATES | | WHERE ATTENDED | MAIN SUBJECTS STUDIED |
| FROM | TO |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# D Have any training courses under your belt?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TRAINING COURSE | DATES | | WHERE ATTENDED | SKILLS DEVELOPED |
| FROM | TO |
|  |  |  |  |  |
|  |  |  |  |  |

# E Where have you worked before?

|  |  |  |  |
| --- | --- | --- | --- |
| **PRESENT OR MOST RECENT EMPLOYMENT**  Please provide details of your current or most recent employment. | | | |
| POSITION TITLE |  | | |
| EMPLOYER NAME & ADDRESS |  | | |
| PLEASE DESCRIBE YOUR MAIN DUTIES & RESPONSIBILITIES | | | |
|  | | | |
| DATE COMMENCED |  | DATE OF LEAVING |  |
| REASON FOR SEEKING NEW EMPLOYMENT | | | |
|  | | | |
| SALARY / HOURLY RATE | £ | NOTICE PERIOD |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT**  This section is for brief details about your previous employment history. Include any part-time, casual and consultancy work undertaken. | | | | |
| POSITION TITLE | EMPLOYER | DATES | | BRIEF DETAILS OF DUTIES AND REASONS FOR LEAVING |
| FROM | TO |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| If you have been previously employed by HWU Student Union or Heriot-Watt University please provide the dates you were employed |  |
| If you are not currently in employment, please tell us what you are presently doing | |
|  | |

# F Tell us why we should pick you…

|  |
| --- |
| Please use this section to demonstrate how you believe your **skills and experience** match those detailed in the job description. You should try to address all of the **essential** and as many of the desirable elements as you can and, where possible, this should be supported by examples of **behaviours**, **practices** and **successes**. |
|  |
| Feel free to continue on a separate sheet if necessary. Just make sure you include your name and the position you are applying for on each sheet. |

# G References

Please give the details of two referees, one of whom must be your current / most recent employer.

We will assume we can contact your referees prior to interview unless you state otherwise.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | NAME |  | | |
| ADDRESS | |  | | |
| POSITION | |  | | |
| TELEPHONE | |  | EMAIL |  |
| RELATIONSHIP TO YOU | | |  | |
|  | | | | |
| 2 | NAME |  | | |
| ADDRESS | |  | | |
| POSITION | |  | | |
| TELEPHONE | |  | EMAIL |  |
| RELATIONSHIP TO YOU | | |  | |

# H Entitlement to Work in UK

If you are successful in obtaining an interview with HWU Student Union, all applicants are required to provide evidence of your entitlement to work in the United Kingdom. This will usually be in the form of your current passport, alongside any visa paperwork and will need to be presented at your interview.

# I Criminal Convictions & Disclosure Check

|  |
| --- |
| PLEASE GIVE DETAILS OF ANY CRIMINAL CONVICTIONS  NOTE: Under the Rehabilitation of Offenders Act (1974) you are required to give details of any convictions which are not ‘spent’. Any failure to disclose such convictions, either prior to employment or subsequently, may result in disciplinary action, including dismissal. |
|  |

# J Declaration

* I certify that to the best of my knowledge, there is no reason why I would not be able to carry out fully the tasks described for this post.
* I confirm that the information that I have given on this form is correct and complete and that misleading statements may be sufficient grounds for withdrawing any offer of employment.
* I agree to information provided on this form being stored in manual and electronic files, and will be used by HWU Student Union in accordance with the Data Protection Act 1998.

|  |  |
| --- | --- |
| Signature: | Date: |

We consider a submission by email to be a signed application.

HWU Student Union does not accept CV’s and will not consider any information provided in CVs submitted as part of the recruitment process.

Please contact us if you require any adjustments to be made to the recruitment process because of a disability. Interviews are normally held in the Student Union building which is fully accessible.

**Just a reminder…** Heriot-Watt University Student Union processes your personal data for the administration of recruitment and employment purposes. Your personal data will not be shared with any third parties. Full information on our data processing can be found on our Employee Privacy Statement at www.hwunion.com/privacy

**Phew! You made it to the end.**

Thanks for taking the time to fill it out. Please don’t forget to complete the **Equal Opportunities Monitoring** form on the   
next page, to make sure our recruitment processes are fair and inclusive.

**Please return your completed application form to Gillian Fortune, Executive Assistant:**

G.J.Fortune@hw.ac.uk or Heriot-Watt University Student Union, Riccarton, Edinburgh, EH14 4AS



EQUAL OPPORTUNITIES MONITORING

This section of the application will be used solely for monitoring purposes, and will be removed from your application form.

Heriot-Watt University Student Union recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **White** | | | | | | | |
|  | British |  | Irish |  | |  | Any other white background |
| **Mixed** | | | | | | | |
|  | White and Black Caribbean |  | White and Black African |  | White and Asian |  | Any other mixed background |
| **Black or Black British** | | | | | | | |
|  | Caribbean |  | African |  | |  | Any other mixed background |
| **Asian or Asian British** | | | | | | | |
|  | Indian |  | Pakistani |  | Bangladeshi |  | Any other mixed background |
| **Chinese or Other Ethnic Group** | | | | | | | |
|  | Chinese |  | Other Ethnic Group |  | White and Asian |  | Any other mixed background |
|  | | | | | | | |
| Gender | |  | | | | | |
|  | | | | | | | |
| Date of Birth | |  | | | | | |
|  | | | | | | | |
| Do you consider yourself to have a disability: | | | | YES | | NO | |
| If Yes, Please state nature of disability | | | |  | | | |
| The Disability Discrimination Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities” | | | | | | | |
| If you wish, you may disclose further information about yourself in this section: | | | | | | | |
| Religion | |  | | | | | |
| Sexual Orientation | |  | | | | | |