

Please complete using black ink or type:

## Job application form

Vacancy title:

Please tell us how you heard about this vacancy:

### 1. Personal details

Last name:

First name:

Preferred Name:

Address:

  
  
  

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

#### Driving Licence

Yes  No

Do you hold a full, clean driving licence valid in the UK?

### 2. Education/Qualifications

School/College/University	Study dates	Qualification and Grade	Date obtained



## Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

## Current Membership of any Professional Body/Organisation

Please give details:

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## 3. Employment history

**Previous employment:** Please include any previous experience (paid or unpaid), starting with the most recent first.

### Current or most recent employer

Name of employer:

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Address:

<b>Postcode:</b>

Position held:

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Date started:

	<b>Leaving date:</b>	
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Reason for leaving:

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Salary on leaving this post:

	<b>Contact name of line manager for reference:</b>	
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Brief description of duties:

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**Previous employment**

<b>Employer</b>	<b>Dates of Employment</b>	<b>Position held and brief duties</b>	<b>Reason for Leaving</b>

#### 4. Information in support of your application

##### **Skills, abilities and experience**

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities.

Continue on a separate sheet if necessary

## 5. Convictions/ Disqualifications

Have you ever been convicted of a criminal offence? (On occasion police checks may be undertaken)  
If yes, please give details (except for convictions regarded as spent under the Rehabilitation of Offenders Act 1974).

## 6. Reasonable adjustments/Arrangements for interview

**Please contact us if you need the application form in an alternative format including large print.**

Are you subject to any conditions relating to your employment in this country?

**YES/NO**

If "yes" please use the space below to tell us what these are?

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

**If appointed when could you start? Give period of notice if applicable**

## 7. References

Please give the detail of **two** references, one of these referees should be your most recent or current employer. Neither of your referees should be relatives or members of Liverpool Guild of Students. – see guidance sheet for further information.

**Name of referee and relationship to you:**

**Occupation:**

**Address:**

<input type="text"/>	
<input type="text"/>	
<b>Postcode:</b>	
<b>Email:</b>	<b>Tel:</b>

**Can we contact prior to Interview:**

Yes  No

**Name of referee and relationship to you:**

**Occupation:**

**Address:**

<input type="text"/>	
<input type="text"/>	
<b>Postcode:</b>	
<b>Email:</b>	<b>Tel:</b>

**Can we contact prior to Interview:**

Yes  No

Do you have any relatives employed by Liverpool Guild of Students or the University of Liverpool?

Yes  No

If yes please give details:

## 8. Declaration

### Statement to be signed by the applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

**I agree that Liverpool Guild of Students can use my personal data and that this will be processed and stored in accordance with the Candidate Privacy notice that can be found via the following link:**

<https://www.liverpoolguild.org/main-menu/about-us/privacy/privacy-notice-candidates>

**I consent to Liverpool Guild of Students contacting my named referees in accordance with its Privacy notice, if I am the successful candidate following the selection process.**

**I confirm that the information I have given is, to the best of my knowledge, true and complete, and I recognise that employment may be terminated without notice, should I knowingly mislead during the selection process.**

**Signed:**

**Date:**



## Guidance sheet

Please read through the following guidelines that will help you complete the application form.

- Complete all sections of the form.
- Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

To complete your application:

- Please type or write clearly in black or blue ink.
- Ensure you clearly state the job title you are applying for.
- In the 'Employment history' section you must state why you have left a position.
- Always explain any gaps in work history.
- Proof of qualifications and membership to professional bodies may be required.

## References

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

## Supporting Statement

The 'Why you feel you are suitable for this position' part of the form is called your *supporting statement*. It is the most important part of the application form.

You should consider the following:

- Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
- You need to explain how you meet each of the person specification points and provide examples from your previous experience. Do not forget to present this in relation to the job description.
- Often the strongest applications are those that link the three elements highlighted above and are presented in a clear format (e.g. numbered points that correspond to person specification).
- We expect your supporting statement to be a minimum of  $\frac{3}{4}$  of a side of A4 and a maximum of 2 sides.
- Honesty is always the best policy; please do not make false claims.
- If you are making a career change, stress what skills are transferable to the role you are applying for.
- Ensure you return your application in good time before the closing date - aim for the day before the deadline.
- Use concise, unambiguous sentences and avoid exaggerations.

Finally good luck with your application and thank you for your interest in working for Liverpool Guild of Students.