# Application for Employment

This information will be treated as confidential and not processed in any matter incompatible with those purposes.

**Please do not attach a CV, as this will not be considered.**

**Please DO NOT send in PDF applications.**

Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Position Applied for: | | | |
| Title: | Surname: | | First Name: |
| Address: | | | |
| Telephone Number: | | Mobile: | |
| Email: | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance Number |  |  |  |  |  |  |  |  |

Declaration

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| I confirm that to the best of my knowledge the information given on this form is correct. | | |
| Signature: |  | Date: |
| Please note that we reserve the right to terminate your employment if any of the information on this form is found to have been deliberately falsified. | | |
| Please return your completed application form to one of the following:  Email: Recruitment@kclsu.org  Address: Recruitment, KCLSU, Bush House South East Wing, 300 Strand, London, WC2R 1AE  **If you have emailed your application, you should receive an automatic email response to confirm receipt; if you do not receive this message please contact** [**HR@kclsu.org**](mailto:HR@kclsu.org)**.** | | |

References

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please give the names and address of two people to whom references can be made. If you are currently employed or have been employed include details of present/last employer. References should cover your last three years of employment if applicable. Please note that any offer of employment is subject to satisfactory references. | | | | | | | | |
| Name: |  | | Email: |  | | Telephone: | |  |
| Address: | |  | | | Capacity in which known: | |  | |
| Name: |  | | Email: |  | | Telephone: | |  |
| Address: | |  | | | Capacity in which known: | |  | |
| Please tick this box if you do not want your referees approached without your prior permission ☐ | | | | | | | | |

Other Information

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have any unspent convictions? (if yes please give details) | | |  |
| Are there any other matters that may affect your ability to undertake the duties of this post? |  | | |
| Please indicate any particular requirements you may have if selected for interview, e.g. access or facilities: | | |  |
| Where did you hear about this vacancy? | |  | |

**KCLSU Equal Opportunities Policy**

**Introduction**

KCLSU is committed to promoting and developing equality of opportunity for all KCLSU staff, students, members and visitors by prohibiting all forms of discrimination, harassment and incitement to discriminate or harass. KCLSU aims to create an environment whereby students, staff, members and visitors are treated fairly and equally.

**Scope**

This policy applies to all employees of KCLSU and should be read in conjunction with the Harassment & Bullying Policy and the Grievance Procedure.

**Policy**

**1. Statement of Intent**

1.1 It is the policy of KCLSU to promote equal opportunities for our staff and students by prohibiting all forms of discrimination, harassment and incitement to discriminate or harass.

1.2 The aim of this policy is to create an environment whereby students and staff are treated fairly and equally.

1.3 KCLSU is committed to providing a safe and secure environment for all its members, staff and visitors.

1.4 No person will be discriminated against on grounds of any of the following:

* 1. Age
  2. Disability
  3. Gender Reassignment
  4. HIV Status
  5. Marriage and Civil Partnership
  6. Nationality
  7. Parental status
  8. Political opinion
  9. Pregnancy and Maternity
  10. Race
  11. Religion and Belief
  12. Sex
  13. Sexual Orientation
  14. Socio-economic background
  15. Any other irrelevant distinction

1.5 It is the responsibility of all KCLSU staff members to adhere to this policy, behave in a non-discriminatory manner and to help change practices and procedures that deny or limit equality of opportunity or treatment.

1.6 KCLSU will monitor and reassess its own practice and procedures to ensure that they are in no way discriminatory to or exclusive from any particular group.

**2. Procedure for breaches of this policy:**

Any staff member who wishes to report a contravention of this policy should do so through KCLSU’s Grievance Procedure. Disciplinary action will be considered in all cases where a claim of discrimination, harassment or bullying is substantiated.

Qualifications

(Academic and/or professional) or courses currently being studied

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| --- | --- | --- | --- | --- |
| Place of Education | From | To | Subject/Course | Qualifications gained / Level of achievement |
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Other Training/Education – include any short courses you have undertaken e.g. company training courses etc.

|  |  |  |
| --- | --- | --- |
| Name of Course | Length of Course | Details |
|  |  |  |
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Employment **(Please state whether this was paid or voluntary work)**

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| Present or most recent employer: | | | | |  | | | |
| Organization address: | | |  | | | | | |
| Job Title: |  | | | | | | | |
| Date appointed: | |  | | | Salary:  Paid/Voluntary: |  | Notice Period: |  |
| Duties – Please give a brief summary: | | | |  | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employer | | |  | From: |  | To: |  |
| Job Title and Paid/Voluntary: |  | | | | | | |
| Brief Summary of Duties: | |  | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employer | | |  | From: |  | To: |  |
| Job Title and Paid/Voluntary: |  | | | | | | |
| Brief Summary of Duties: | |  | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employer | | |  | From: |  | To: |  |
| Job Title and Paid/Voluntary: |  | | | | | | |
| Brief Summary of Duties: | |  | | | | | |

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| Previous Employer | | |  | From: |  | To: |  |
| Job Title and Paid/Voluntary: |  | | | | | | |
| Brief Summary of Duties: | |  | | | | | |

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| Statement in Support of Application  Please provide a statement detailing why you have applied for this position. You should demonstrate how your skills and experiences to date best meet the person specifications.  This should be no longer than 1000 words. |