

# Application for employment

## JOB APPLIED FOR

Job title	Post reference number
Department/region	

## 1. PERSONAL INFORMATION

Title	Last name
First name	Previous last name (if applicable)
Address	
	Postcode
Home telephone number	Work telephone number
Mobile telephone number	Email address

Are you eligible to work in this country?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been employed by UNISON?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you still employed by UNISON?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES enter your employee number (if known)	
If NO enter the date you left	
Department	Job title
Do you hold a current driving licence?	<input type="checkbox"/> YES <input type="checkbox"/> NO

## 2. REFERENCES

Please give details of two referees, the first of which should be your current or most recent employer. In some circumstances a testimonial may be accepted. If you have not worked for some time, give the name of someone who knows about what you can do and who can comment on your ability to do the job. If you have not worked, you may wish to give the names of teachers, lecturers, other professionals or anyone who knows you well and is able to comment.

Name and title	Your relationship to referee
Address	
	Postcode
Telephone number	Fax number
Email	

Name and title	Your relationship to referee
Address	
	Postcode
Telephone number	Fax number
Email	

## 3. EMPLOYMENT HISTORY

Please list in order (most recent job first) all of the organisations you have worked for, both full time and part time (continue on section 8 of this form under 'Additional information' if necessary). You should explain the reason for any breaks in employment dates. If you have not had a paid job before or you have been out of work for some time, write down in this section details of any relevant voluntary work or experience.

### Present or last employer

Name	Job title
Address	
	Postcode
Salary £	Employed from          to
Notice required	Telephone number
Your reason for leaving	
Main duties	

Please return your completed application form to the address on the advert on our website  
**[unison.org.uk/jobs](https://unison.org.uk/jobs)**

**Employment history continued**  
**Previous employers**

Name	Job title
Address	
	Postcode
Salary £	Employed from          to
Notice required	Telephone number
Your reason for leaving	
Main duties	

Name	Job title
Address	
	Postcode
Salary £	Employed from          to
Notice required	Telephone number
Your reason for leaving	
Main duties	

*Continue on section 8 of this form under 'Additional information' if necessary.*

**4. REHABILITATION OF OFFENDERS ACT 1974**

Do you have any convictions or cautions that you consider are NOT SPENT or actions pending?     YES     NO

<p>If YES, please give details (continue on section 8 of this form under 'Additional information' if necessary.)</p>
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## 5. EDUCATION

You should enter details of any education you have received that is relevant to the job you are applying for, what subject(s) you were studying, the date you started and finished the course, whether it was full or part time, evenings etc. You should also tell us what qualifications or certificates you have. Original certificate/s must be produced at interview stage.

Dates From	To	Subject(s) studied	Full / Part time	Qualifications / Certificates

*Continue on section 8 of this form under 'Additional information' if necessary.*

## 6. TRAINING

You should enter details of any short or part-time training courses you have attended that may be relevant to the job, how long were they, for example, one day, one week and if you received a certificate on completion.

Dates From	To	Course title	Certificate	Yes / No

*Continue on section 8 of this form under 'Additional information' if necessary.*

## 7. RELEVANT EXPERIENCE, SKILLS AND TRAINING

You need to read the selection criteria for this post carefully. You will need to set out clearly how your skills, abilities and experience make you suitable for this job. These may have been gained through previous jobs, voluntary or community work, spare time activities and training. You should give examples where possible of how and where you have demonstrated these. It is not sufficient to say I can, I am able or I believe etc. You must set out your response using the headings in the person specification. What you write in this section will be used to decide whether or not to shortlist you for the job.

This section must be no more than three A4 sides (No less than 10 points, Arial font.)

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***Relevant experience, skills and training continued***

***Relevant experience, skills and training continued***

## 8. ADDITIONAL INFORMATION

Please enter any additional information relating to previous sections (with appropriate headings) below:

## Data Protection Act 1998

The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give will only be used for the purpose of HR management. We may contact other relevant organisations to check factual information you have given in this application form. The information will be stored manually and electronically and disposed of after 6 months if your application is unsuccessful.

## Asylum and Immigration Act 1996

Under Section 8 of the Asylum & Immigration Act 1996, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are made a provisional offer, you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number or a passport/travel document/ letter from the Home Office.

## Declaration

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form will justify my dismissal from the Union's service. I agree to abide by UNISON's policy on Equalities and I understand that if I do not I may be dismissed. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of HR management.

Date	Signed
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