

Application for employment

JOB APPLIED FOR

Job title	Post reference number
Department	

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

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	

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	

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.

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8. ADDITIONAL INFORMATION

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

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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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Disability monitoring

UNISON welcomes applications from candidates with disabilities

The Equality Act 2010 defines disability as “a physical or mental impairment, which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities. If you consider that you have an impairment that disables you in society (as defined by the Equality Act 2010), please complete this form.

Your name

Arrangements if selected for interview/selection test

If you have a disability, please indicate whether you would need any arrangements to be made if you were invited to a selection test and interview.

Arrangements if appointed

Please give below details of any adjustments that would need to be made in order for you to carry out the duties of the job if appointed.

If you require information to be provided in a different format to enable you to return your application, please contact UNISON's human resources team on **020 7121 5120**.

Recruitment monitoring information

UNISON's Equalities policy

UNISON is an equal opportunities employer. All job applicants are judged solely on their ability to do the job for which they are applying. To ensure that the aims of the policy are being achieved UNISON needs to record certain personal details about applicants. You are therefore requested to provide the monitoring information, which will be treated in the strictest confidence.

This information will be held on computer files for the purposes of monitoring the operation of the policy on equalities and is subject to the provisions of the Data Protection Act. All unsuccessful application forms will be destroyed after six months.

Advertising monitoring

How did you find out about this vacancy? (Name of the newspaper or journal, website, friend, colleague etc)

Family relationships

Are you related to any member of staff? YES NO

If *YES please give their name(s)

Ethnic background

Choose one section from (A) to (E) then tick the appropriate box to indicate your ethnic background

<p>A. White British English Scottish Welsh *Other *Please specify Irish Any other white background – please specify</p> <p>B. Mixed White and Black Caribbean White and Black African White and Asian Any other mixed background – please specify</p> <p>C. Asian, Asian British, Asian English, Asian Scottish, Asian Welsh Indian Pakistani Bangladeshi Any other Asian background – please specify</p>	<p>D. Black, Black British, Black English, Black Scottish, Black Welsh Caribbean African Any other Black background – please specify</p> <p>E. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group Chinese Any other ethnic background – please specify</p>
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Please return your completed application form to the address on the advert on our website unison.org.uk/jobs