|  |
| --- |
| !AUSALOG**APPLICATION FOR EMPLOYMENT** |

|  |  |  |  |
| --- | --- | --- | --- |
| **PRIVATE AND CONFIDENTIAL**  Return this form to: Graeme Hope  Membership Engagement Manager  Aberdeen University Students’ Association,  Butchart Centre, University Road  Aberdeen, AB24 3UT.  E. g.hope@abdn.ac.uk  **Please complete this form in black ink/ type. Curriculum Vitae will only be accepted if submitted along with a fully completed Application Form.**  **All sections of this form should be completed.**  **Deadline for Receipt of Applications = 12.00pm (mid-day) Monday 21st April 2014**  POSITION APPLIED FOR**: Sustainability Projects Manager** | | | |
| **Surname:** | **Forename(s):** | | **Title:** |
| **Address:**  **Postcode: E mail:** | | | |
| **Telephone Number (daytime):**  **Telephone Number (evening):** | | **Telephone Number (mobile):** | |

**EDUCATION HISTORY**

|  |  |  |
| --- | --- | --- |
| **School/College/University** | **Dates** | **Qualifications Gained** |
| **Other Training** | | |

**Are you related to anyone working for AUSA? (If yes, state who): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Where did you see this post advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notice required in current post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMPLOYMENT HISTORY   
*(applicants must complete ALL parts of this section – if you require more space, please attach a separate sheet, using the same headings as set out below)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FROM - TO** | **NAME & ADDRESS**  **OF EMPLOYER** | **JOB TITLE & DUTIES** | **FINISH SALARY** | **REASON FOR LEAVING** |
|  |  |  |  |  |

**REFERENCES**

|  |  |
| --- | --- |
| Please note here the names and addresses of two persons from whom we may obtain both character and work experience references (one of which should be your current employer, or last, if unemployed). | |
| 1.  Name:  Address (inc. post code):  Tel. Number:  Email address:  Position:  🞏 It is normal practice to request references prior to interview. Please tick box if you do not want your referee to be contacted prior to interview | 2.  Name:  Address (inc. post code):  Tel. Number:  Email address:  Position:  🞏 It is normal practice to request references prior to interview. Please tick box if you do not want your referee to be contacted prior to interview |

**GENERAL INFORMATION**

|  |
| --- |
| Please detail here how your experience, skills and training at work or in a personal/voluntary capacity relate to this post in particular outlining how you feel you meet the personnel specification for this role. You may wish to include leisure interests, membership of clubs etc.  (If required, please continue on a blank sheet of paper). |

**DECLARATION (Please read this carefully before signing the application)**

|  |
| --- |
| I confirm that the above information and that given on the personal details form are complete and true. I understand that the Students’ Association reserves the right to withdraw any offer of employment or to terminate any employment already commenced if the information given by me is inaccurate or misleading in any way. I also understand that any offer of employment is subject to satisfactory references.  Signed Date |

|  |
| --- |
| FOR OFFICE USE ONLY  Interview date: Offer letter: Y/N  Acceptance: Y/N References: Y/N |