|  |  |
| --- | --- |
| **Post applied for** |  |

**Personal Details**

|  |  |
| --- | --- |
| **Surname** |  |
| **First Names** |  |
| **Address** |  |
| **Email** |  |
| **Contact Number** |  |
| **Preferred Method of Communication \*** | Email Phone |
| **Do you have the right to work and live in the UK without restriction? \*** | Yes No |

\*delete as appropriate

**Education History**

Please list any secondary, further, or higher education.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates (from – to)** | **Institution/Provider** | **Qualification** | **Level/Grade** |
|  |  |  |  |

**Additional Qualifications/Personal or Professional Development**

Please list any relevant additional qualifications, training course development undertaken.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates (from – to)** | **Institution/Provider** | **Details of Course/Qualification** | **Level/Grade** |
|  |  |  |  |

**Professional Memberships**

Please detail any professional memberships held.

|  |  |  |
| --- | --- | --- |
| **Membership** | **Details** | **Date Joined** |
|  |  |  |

**Most Recent Employment**

Please give details of your most recent role and duties.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates of Employment** | **Name and Address of Employer** | **Job Title and Main Duties** | **Reason for Leaving** |
|  |  |  |  |
| **Notice Period** |  | | |

**Employment History**

Please provide details of any previous work experience starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates of Employment** | **Name and Address of Employer** | **Job Title and Main Duties** | **Reason for Leaving** |
|  |  |  |  |

**Voluntary Experience**

Please describe any relevant voluntary experience that may support this role.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Organisation** | **Role** | **Brief Description of Duties and Responsibilities** |
|  |  |  |  |

**Other Employment**

Please give details of other employment that would continue if successful in this application.

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| --- |
|  |

**Personal Statement**

Please provide information on your suitability for the role and how you meet the selection criteria described in the person specification.

|  |
| --- |
|  |

**References**

Please give details below of two relevant referees, one of whom must be your current or most recent employer.

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Working Relationship** |  |
| **Address & Postcode** |  |
| **Contact Number** |  |
| **Email** |  |
| **Would you be happy for us to contact this referee prior to interview? \*** | Yes No \*delete as appropriate |
| **Name** |  |
| **Position** |  |
| **Organisation** |  |
| **Working Relationship** |  |
| **Address & Postcode** |  |
| **Contact Number** |  |
| **Email** |  |
| **Would you be happy for us to contact this referee prior to interview? \*** | Yes No \*delete as appropriate |

**Interview Arrangements**

Please advise if there are any reasonable adjustments that can be made to help you in your application or with our recruitment process. We will ask again at interview stage.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Where did you find out about this role?** |  |

**Declaration**

The information on this form will be used in accordance with the Data Protection Act 2018 and UK General Data Protection Regulations (UK GDPR) to consider your application for employment with AUSA and, if appointed, may be processed electronically or form the basis of manual records. If used for the production of summary statistics, it will not be possible to identify individuals.

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Signature** |  | **Date** |  |

Completed forms should be emailed to [ausa-hr@abdn.ac.uk](mailto:ausa-hr@abdn.ac.uk)