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**Application for Employment – RAU Students’ Union**

**Guidance for the completion of the application form**

To ensure a consistent approach with our recruitment procedure:

* Candidates are requested to submit their application using this standard form to assist our processes and to ensure all applicants are assessed equally. We do not accept CVs in place of application forms.
* Please submit your form electronically if possible to [su@rausu.co.uk](mailto:su@rausu.co.uk) If your application is hand-written, please use black ink.
* Please ensure your application form is completed fully.

|  |  |  |
| --- | --- | --- |
| Title of the post | Sports Development Manager | |
| **Where did you see the post advertised?** | RAU website  Jobs.ac.uk  BUCS  Charity Jobs UK Sport  LinkedIn  Other (please specify): | |
| **Please indicate that you are available for interview on 15 June 2023**  **(The University will endeavour to accommodate any dates detailed above)** | |  |

**Part 1: Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | | Miss Ms Mrs Mr  Mx Professor Doctor | | | |
| **Forename(s)** | |  | | **Surname** |  |
| **Email address** |  | | | **Phone number** |  |
| **Home Address** |  | | | | |
| **Do you have the right to work in the UK?** | | | | Yes  No | |
| **If yes, please specify:** | | | I am British or Irish citizen  I have pre-settled or settled status under the EU settlement scheme  I have a family permit from the EU Settlement Scheme  I have indefinite leave to enter or remain in the UK  I have right of abode in the UK   * you have pre-settled or settled status from the EU Settlement Scheme - or you’ve applied and you’re waiting for a decision * you have a family permit from the EU Settlement Scheme * you have indefinite leave to enter or remain in the UK * you have right of abode in the UK | | |
| **DISCLOSURE** - If you are related to any employee of RAUSU or to any member of the Board of Trustees, please state: | | | | Name of the person you are related to  Nature of your relationship | |

**Part 2: Education and academic qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary school attended and qualifications attained** | **Dates** | | |
| **From** | | **To** |
|  |  | |  |
| **Colleges / University attended** | **From** | | **To** |
|  |  | |  |
| **Degrees, Professional Training and Teaching Qualifications** (including Class achieved) | **Dates awarded** | | |
|  |  | | |
| **Please give details of qualifications for which you are currently studying** | **Expected completion date** | | |
|  |  | | |
| **Publications and Research** (please list brief details including dates) | | | |
|  | | | |
| **Relevant Training Courses Attended, Professional Memberships Held. etc** | | **Dates Completed/Awarded** | |
|  | |  | |

**Part 3: Employment History**

**PRESENT/LAST ROLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** |  | **Period of**  **Employment** | **From:** | **To:** |

|  |  |  |
| --- | --- | --- |
| **Name of present / last employer** | **Address and Tel No.** | **Brief description of duties and responsibilities** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current/last salary** | £ | **Reason for leaving** if applicable |  |
| **Contract** | Part-time Full-time | **Period of Notice required** if applicable |  |

**PREVIOUS EMPLOYMENT** (in chronological order, starting from most recent)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position Held** | **Name and Address of Employer** | **Full/Part Time?** | **Employment Period**  From:To: | | **Reason for leaving** |
|  |  |  |  |  |  |

**Part 4: Supporting Information**

Please detail your reasons for applying for this post and provide detailed examples of any experience or training which shows how you meet the criteria for the job and person specification, together with any other information you wish to add in support of your application:

Continue on a separate page as necessary

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| --- |
|  |

**Part 5: Referees**

Please give the names two referees below. **The references need to cover the last 3 years of your employment.** It is your responsibility to ensure that your referees are happy for you to provide us with their contact details. The referees named must be people who can comment authoritatively on you as a person and must include your current or most recent employer (or his / her representative).

**Referees will not be contacted prior to interviews.**

**CURRENT/MOST RECENT EMPLOYER -** Please give the name of a referee from your current or most recent employer with line management responsibility for your role.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Address and Tel No.** | **Email address** |
|  |  |  |  |

**SECOND REFEREE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Address and Tel No.** | **Email address** |
|  |  |  |  |

**Part 6: Applications**

Royal Agricultural University SU confirms its commitment to equal opportunities in employment. In all its activities as an employer, the Union seeks to ensure that individuals are recruited, trained, promoted and treated fairly during the term of their employment.

* Completed applications must be received by the published closing date. Ideally, applications will be sent to the RAUSU via email: [su@rausu.co.uk](mailto:su@rausu.co.uk)
* All applications must be submitted with a covering letter which highlights briefly your reasons for applying
* The closing date for applications is 8 June 2023

However, if you wish to send a signed copy by post, please mark envelope ‘Strictly Confidential’ and forward to the following address: Students’ Union Director, Royal Agricultural University, Stroud Road, Cirencester, GL7 6JS

**ALL INFORMATION PROVIDED BY APPLICANTS WILL BE TREATED IN CONFIDENCE**

**Part 7: General Data Protection Regulations: Applicant Privacy notice**

The Royal Agricultural University SU collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the Union’s HR and recruitment management systems (electronic and paper based), and in IT systems (including the University's email system). Your information may be shared internally and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles.

The Union may share your data with third parties in certain circumstances. Personal data that the Union uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The Union takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the Uniom to change incorrect or incomplete data.

In certain circumstances you can ask the Union to stop processing your data, or you can object to the processing of your data. If you believe that the Union has not complied with your data protection rights, you can complain to the Information Commissioner.

**Part 8: Declaration**

I confirm that the information on this form is correct and that any false statement may be sufficient cause for rejection, or if employed, may result in dismissal.

I will produce evidence of qualifications declared in this application form. If offered an appointment, I agree to complete a medical questionnaire and undergo a medical examination if required.

I understand that this information will be stored in manual and electronic files and is subject to the provisions of the General Data Protection Regulations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate’s Signature** (written or electronic) |  | **Date** |  |

**Thank you for your interest in working at the Royal Agricultural University Students’ Union**