**CITY STUDENTS’ UNION STUDENT STAFF**

APPLICATION FORM  
Please return your completed application form by email to [studentsunion@city.ac.uk](mailto:studentsunion@city.ac.uk)

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| Which of the Internships/Student Staff Positions are you applying for: |

**PART A:** PERSONAL DETAILS

*Please fill in all these details so that we can process your application*

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| **You and your contact details** | |
| *Please cross ONE box or enter your preferred title*  *Please fill in your full name*  *This is your preferred or shortened name*  *Your student number begins with* | |  |  | | --- | --- | | Title:  Mr Mrs Ms Miss Dr Prof. Other  Click here to enter text. | | | Surname: | Forename(s): | | Preferred name: |  | | Address:  Click here to enter text. |  | | Postcode: |  | |  |  | | Telephone/mobile number: | Email address: | |  |  | | National Insurance Number: | City student number: | |
| **Your school and study** | |
| *Cross ONE box only* | |  |  | | --- | --- | | Your school:  ☐ Cass  ☐ The City Law School  ☐ SASS  ☐ SHS  ☐ SMCSE | Year of study:    Your course: | |
| **Your employment** | |
| *Please choose*  *You only need to answer questions (B) and (C) if you answered ‘NO’ to question (A)* | |  | | --- | | A) Are you a UK/EEA national?  Yes No  B) If you are not a UK/EEA national do you have a visa to work in the UK? (e.g. a Tier 1 visa)  Yes No  C) Are you applying under the Tier 2 PBS?  Yes No | |

**PART B:** APPLICATION FOR THE ROLE

*Please read and fill out the questions in this section carefully and as comprehensively as you can - These questions will help us understand why you want to join our team at City SU and what skills and experience you have.*

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| **Why do you want to take up this position at City Students’ Union?** |
| *In* ***500 words*** *maximum****,*** *please tell us why you want to be a part of our team at City SU and why this position interests you. Please include how this role will support your personal development, develop your skills, complement your studies and/or benefit you in the future.* |

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| **What relevant experience would bring to the role?** |
| *In* ***300 words*** *maximum, please detail your experience from work, university or voluntary roles that demonstrate why you would excel in this role* |

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| **Other relevant or supporting information** |
| *In* ***300 words*** *maximum, please detail any other skills, experience, qualifications or other relevant information that make you suitable for this role and support your application* |

**PART C:** APPLICATION DETAILS

*Please fill out these details- they are necessary for us to process your application*

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| **Disclosure of a Criminal Record/Rehabilitation of Offenders Act 1974** |
| If the post you have applied for is **exempt** from the Rehabilitation of Offenders Act 1974 and requires a Standard or Enhanced Disclosure (as indicated on the job description), you must disclose **all** convictions (whether spent or unspent), cautions, reprimands and final warnings on your criminal record. (***Please read the guidelines carefully***)  **If the post is subject to either a Standard or Enhanced Disclosure, you must answer the following question:**  Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?  Yes No  **If the post is subject to Enhanced Disclosure, you must also answer the following question:**  Are you aware of any police enquiries undertaken following allegations made against you or do you have any pending prosecutions, which may have a bearing on your suitability for this post?  Yes No |
| **For all other posts:** Do you have any unspent criminal convictions?  Yes No  (If you answer yes to any of the above questions, please give details of offences, penalties and dates on a separate document (which should be signed and dated), and sent to [studentsunion@city.ac.uk](mailto:studentsunion@city.ac.uk). Include your name and the job title in the document.) |

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| **Have you worked for City Students’ Union before?** |
| Have you worked for City, University of London Students’ Union before?  Yes No  If yes, please state dates of employment and your previous job title(s):  Click here to enter text. |

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| **Disability** |
| Do you consider yourself to have a disability?  Yes No  Please describe any special requirements/reasonable adjustments which will help you participate in an interview or to carry out this post if appointed:  Click here to enter text. |

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| |  |  | | --- | --- | | *Please insert an electronic signature or write your name:* | Signed:    Date: | |

##### This is the end of the application form.

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