**CITY STUDENTS’ UNION STUDENT STAFF**

APPLICATION FORM
Please return your completed application form by email to 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*  |

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| Title:[ ] Mr [ ] Mrs [ ] Ms [ ] Miss [ ] Dr [ ] Prof. [ ] OtherClick 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:  |

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| **Your school and study** |
| *Cross ONE box only* |

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| Your school:☐ Cass ☐ The City Law School ☐ SASS☐ SHS ☐ SMCSE  | Year of study: Your course:   |

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| **Your employment** |
| *Please choose* *You only need to answer questions (B) and (C) if you answered ‘NO’ to question (A)* |

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| A) Are you a UK/EEA national? [ ] Yes [ ] NoB) 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 [ ] NoC) Are you applying under the Tier 2 PBS? [ ] Yes [ ] No |

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**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. 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 [ ] NoIf 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 [ ] NoPlease 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:  |

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

##### Please return your completed application form by email to studentsunion@city.ac.uk