

# Edinburgh Napier Students' Association

## Job Application Form



Please complete this application form in full. You may also send your CV along with your application form to [hr@napierstudents.com](mailto:hr@napierstudents.com) (note that a CV without this application form will not be considered).

**APPLICATION FOR:** (JOB TITLE)

### YOUR DETAILS

Name:

Address:

Postcode:

Phone:

E-mail:

### EDUCATION AND QUALIFICATIONS

Institution + Years Attended

Qualification / Subject(s) and Award / Grade(s)


**TRAINING / PROFESSIONAL DEVELOPMENT** Please state any relevant training you have received.

## EMPLOYMENT HISTORY

Please provide details of your our current or most recent employer. In the absence of paid employment experience, you may include any relevant voluntary positions you have held in this section.

Name of employer:

Address:

Postcode:

Length of time with employer:

Job title:

Pay:

Reason for leaving:

Duties (max 1200 characters including spaces)

If you are unable to add more text to this box, you have exceeded the character limit

**Previous employers**

Please tell us about other jobs you have done and about the skills you used or learned in those jobs. Include the name of the employer, dates, job title, general duties and skills you used.

Maximum 3000 characters (including spaces)

If you are unable to add more text to this box, you have exceeded the character limit

## **SUPPORTING STATEMENT**

Please tell us why you are applying for this job and, with reference to the job description and person specification, why you think you are the best person for the role. Use specific examples to demonstrate your suitability. Maximum characters, including spaces = 6500 (you can add 3250 on each page).

Please continue overleaf if you run out of characters in this box

**SUPPORTING STATEMENT (CONTINUED)**

Please continue your statement below if you could not fit it all in to the previous page.

If you are unable to add more text, you have exceeded the character limit.

**INTERVIEW ARRANGEMENTS**

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

**NATIONALITY**

**RIGHT TO WORK IN THE UK**

I can confirm that I am a British citizen, or that I have settled status / indefinite leave to remain, and have the right to live and work in the UK on a permanent basis.

I currently hold a Graduate Visa allowing me to work full time in the UK for a restricted period.

Other (please explain below)

Please note that you will need to provide evidence of your right to work *before* being appointed.

**REFERENCES**

Please give the names and contact details of two people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Referee 1

Referee 2

**ADDITIONAL INFO:** Where did you see this job advertised?

**DECLARATION**

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.

Signature:

Date:

**OFFICE USE ONLY**

Unique ID Number

(You may type your name if submitting electronically)