

Please return your completed application form to the address on the advert on our website [unison.org.uk/jobs](http://unison.org.uk/jobs).

## JOB APPLIED FOR

Post reference number

Job title

Department/region

Where did you see it advertised?

## 1. PERSONAL INFORMATION

Title

Last name

First name

Previous last name (if applicable)

Address

Postcode

Telephone numbers:

Home

Work

Mobile

Email

Are you eligible to work in this country?

YES

NO

Have you ever been employed by UNISON?

YES

NO

Are you still employed by UNISON?

YES

NO

If YES enter your employee number (if known)

If NO enter the date you left

Department

Job title

Do you hold a current driving licence?

YES

NO



An equal opportunities employer

## **2. TRADE UNION AND GENERAL EXPERIENCE**

Please list below any voluntary organisation experience or trade union roles you have held, with details of the branch, and relevant dates. Please give examples of your activity and/or how you mobilised others to become involved. Also include any examples of organising work that you may have undertaken with an employer including personal development initiatives.

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## **3. APPLYING FOR POSITIONS WITH UNISON**

3.1 Please explain what attracts you to applying for this post with UNISON.

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3.2 If you have previously applied for any roles with UNISON please list them below with the dates of your application.

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## **4. RELEVANT EXPERIENCE AND SKILLS**

4.1 Please describe an occasion when you or your team handled the challenges of achieving change.

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4.2 Please give an example of when you experienced a setback in employment, a voluntary organisation or trade union activity and explain how you responded to it.

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## 5. EMPLOYMENT HISTORY

Please list in order (most recent job first) all of the organisations you have worked for, both full time and part time (continue on section 10 of this form under 'Additional information' if necessary). You should explain the reason for any breaks in employment dates. If you have not had a paid job before or you have been out of work for some time, write down in this section details of any relevant voluntary work or experience.

### Present or last employer

Name .....

Your job title .....

Address .....

Postcode .....

Salary £ .....

Employed from

To

Notice required .....

Telephone .....

Your reason for leaving .....

Main duties

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### Previous employers

Name .....

Job title .....

Address .....

Postcode .....

Telephone .....

Salary £ .....

Employed from

To

Your reason for leaving .....

Main duties

---

Name .....

Job title .....

Address .....

Postcode .....

Telephone .....

Salary £ .....

Employed from

To

Your reason for leaving .....

Main duties

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(Continue on section 10 of this form under 'Additional information' if necessary.)

## 6. REHABILITATION OF OFFENDERS ACT 1974

Do you have any convictions or cautions that you consider are NOT SPENT or actions pending?  
If YES, please give details (Continue on section 10 under 'Additional information' if necessary.)

YES

NO

## 7. EDUCATION

You should enter details of any education you have received that is relevant to the job you are applying for, what subject(s) you were studying, the date you started and finished the course, whether it was full or part time, evenings etc.

Dates		Subject(s) studied	Full/part time	Qualifications/certificates
From	To			

## 8. TRAINING

You should enter details of any short or part-time training courses you have attended that may be relevant to the job applied for, how long were they, for example, one day, one week and if you received a certificate on completion.

Dates		Course title	Certificate	Yes/No
From:	To			

## **9. RELEVANT EXPERIENCE AND SKILLS**

You need to read the selection criteria for this post carefully. You will need to set out clearly how your skills, abilities and experience make you suitable for this job. These may have been gained through previous jobs, voluntary or community work, and spare time activities. You should give examples where possible of how and where you have demonstrated these. It is not sufficient to say I can, I am able or I believe etc. You must set out your response using the headings in the person specification. What you write in this section will be used to decide whether or not to shortlist you for the job.

This section must be no more than three A4 sides (No less than 10 points, Arial font.)

## 9. RELEVANT EXPERIENCE, SKILLS AND TRAINING - CONTINUED

## 10. ADDITIONAL INFORMATION

Please enter any additional information relating to previous sections (with appropriate headings) below:

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## 11. REFERENCES

Please give details of two referees, the first of which should be your current or most recent employer. In some circumstances a testimonial may be accepted. If you have not worked for some time, give the name of someone who knows about what you can do and who can comment on your ability to do the job. If you have not worked, you may wish to give the names of teachers, lecturers, other professionals or anyone who knows you well and is able to comment.

Name and title

Your relationship to referee

Address

Postcode

Telephone number

Fax number

Email

Name and title

Your relationship to referee

Address

Postcode

Telephone number

Fax number

Email address

*Please read, date and sign the form overleaf.*

## Data Protection Act 1998

The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give will only be used for the purpose of HR management. We may contact other relevant organisations to check factual information you have given in this application form. The information will be stored manually and electronically and disposed of after 6 months if your application is unsuccessful.

## Asylum and Immigration Act 1996

Under Section 8 of the Asylum & Immigration Act 1996, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are made a provisional offer, you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number or a passport/travel document/ letter from the Home Office.

## Declaration

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form will justify my dismissal from the Union's service. I agree to abide by UNISON's policy on Equalities and I understand that if I do not I may be dismissed. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of HR management.

Date

Signed

