**Employment Application Form**

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| **Title of role** |
| Lettings Administrator |

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| **Personal Details** | | | |
| **Surname:** |  | **Forename:** |  |
| **Address:** |  | **Landline:** |  |
|  | | **Mobile:** |  |
|  | | **Preferred?** | Landline \ Mobile |
| **Postcode:** |  | **Email** |  |

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| **Are you an EEA national?** | | | | |
| **Yes** |  | **No\*** |  | \* if you are not from the European Economic Area, you may be required to obtain a work permit |

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| **Referees** | | | |
| Please give the name, position and address of two people who may be approached as referees in support of your application (one should be your present or most recent employer) | | | |
| **Full Name:** |  | **Full Name:** |  |
| **Relationship to you:** |  | **Relationship to you:** |  |
| **Address:** |  | **Address:** |  |
| **Tel:** |  | **Tel:** |  |
| **Email:** |  | **Email:** |  |
| **May we contact this referee at interview stage?** | Yes \ No | **May we contact this referee at interview stage?** | Yes \ No |

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| **Equal Opportunities Monitoring (This page of the application will be removed before short-listing)** | |
| *The Guild is committed to equal opportunities in its policy, practices and procedures. To help us implement and monitor this policy please can you provide us with the following information:* | |
| **Gender** | *What is your gender?* |
| **Disability** | *Do you consider yourself to be a disabled person?* Yes / No  Please detail any reasonable work adjustments you may require - |
| **Religion** | *What is your religion? (Please select from the list)*  Baha’i 🞎 Jewish🞎 Prefer not to say🞎  Buddhist 🞎 Muslim🞎  C of E 🞎 Parsi🞎  Catholic 🞎 Rastafarian🞎  Christian 🞎 Sikh🞎  Hindu 🞎 None🞎  Other (please state) ……………………… |
| **Sexual Orientation** | *What is your sexual orientation? (Please select from the list*)  Heterosexual🞎 Lesbian🞎  Gay🞎 Bisexual🞎 Prefer not to say🞎  Other (please state) ………………………… |
| **Age** | 16-20 🞎 61-70 🞎  21-30 🞎 70+ 🞎  31-40 🞎  41-50 🞎  51-60 🞎 |
| **Ethnic Monitoring** | *Please circle the appropriate letter, A to E, then tick one box within that section to indicate your cultural background*   1. **White**   🞎 British  🞎 English  🞎 Scottish  🞎 Welsh  🞎 Irish  🞎 Any other white background (please state) ……………………………   1. **Mixed**   🞎 White and Black Caribbean  🞎 White and Black African  🞎 White and Asian  🞎 Any other mixed background (please state) …………………………   1. **Asian, Asian British, Asian English, Asian Scottish or Asian Welsh**   🞎 Indian  🞎 Pakistani  🞎 Bangladeshi  🞎 Any other Asian background (please state) ……………………………   1. **Black, Black British, Black English, Black Scottish or Black Welsh**   🞎 Caribbean  🞎 African  🞎 Any other black background (please state) ……………………………   1. **Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group**   🞎 Chinese  🞎 Any other background (please state) ……………………………………   1. **Other**   🞎 Prefer not to say |

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| **Present or most recent employment – paid or unpaid** | |
| **Employers Name and Address** |  |
| **Job Title** |  |
| **Date of employment** |  |
| **Duties and Responsibilities** |  |
| **Reason for wishing to leave** |  |
| **Current Salary** |  |
| **Period of Notice** |  |

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| **Previous employment – paid or unpaid** | | |
| **Name of employer**  **(Please state nature of business)** | **Position held** | **Employment dates (from/to)**  **Reason for leaving** |
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| *Please continue on a separate sheet if you wish* | | |

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| **Education** |
| **Secondary Education**  Qualifications and/or achievement |
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| **Further/Higher Education**  University/polytechnic/College attended Dates Examinations passed (with grades) |
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| **Other qualifications/training courses attended**  Including results pending and to be obtained |
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| **Professional Membership**  Including results pending and to be obtained |
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| **Reasons for applying for this post and relevant experience** | |
| *Please use the person specification*  *and job description associated to this position to help inform your answer* | |
| **Media Review** | |
| **Where did you see this vacancy advertised?** |  |

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| **Any other information** |
| Please use this box for any other information which you feel we may need to know or any commitments that may affect your application |

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| **Declaration** |
| I declare that everything in this application form is correct and understand that this shall be the basis of any offer of employment. I understand and agree that the information I have provided will be stored in accordance with the Data Protection Act 1998  **Signed:**  **Date:** |

Please return this form to:

**The HR and Administration Department**

**The University of Birmingham Guild of Students**

**Edgbaston Park Road**

**Birmingham**

**West Midlands**

**B15 2TU**

Tel: 0121 251 2300

Email: staffing@guild.bham.ac.uk

