**Employment Application Form**

|  |
| --- |
| **Role** |
| **U21 STRATEGIC COMMUNICATIONS AND ENGAGEMENT MANAGER – FULL TIME, ONGOING ROLE.** **PLEASE COMPLETE AND RETURN THIS FORM BY MIDNIGHT ON SUNDAY 31st OCTOBER 2021 TO** **RECRUITMENT@UNIVERSITAS21.COM** |

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

|  |
| --- |
| **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 |

|  |
| --- |
| **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). Your referees must have knowledge of your work and character. Please note, we do not accept references from friends or family members.  |
| **Full Name:** |  | **Full Name:** |  |
| **Relationship to you:** |  | **Relationship to you:** |  |
| **Address:** |  | **Address:** |  |
| **Tel:** |  | **Tel:** |  |
| **Email:** |  | **Email:** |  |
| **If you are invited for interview, may we approach this referee without further reference to you?** | Yes \ No | **If you are invited for interview, may we approach this referee without further reference to you?** | Yes \ No |

|  |
| --- |
| **Present or most recent employment**  |
| **Employer’s Nameand Address** |  |
| **Job Title** |  |
| **Date of employment**  | From …………………….........................to……………………......................... |
| **Job summary including main duties and responsibilities** **Please restrict your answer to a maximum of 800 words.**  |  |
| **Reason for wishing to leave** |  |
| **Current Salary** |  |
| **Period of Notice** |  |

|  |
| --- |
| **Previous employment – paid or unpaid**The information provided on this form should provide a complete chronology from the age of 16. Please ensure that there are no gaps in the history of your education, employment, or other experiences. If there are any periods of time that have not been accounted for in your application, for instance periods of caring responsibilities, extended travel etc. please give details and dates of them here.  |
| **Name of employer****(Please state nature of business)** | **Dates of employment****from - to** | **Position held** | **Main duties** | **Reason for leaving** |
|  |  |  |  |  |
| *Please continue on a separate sheet if necessary* |
| **Education** |
| **Secondary Education** |  Dates  | Qualifications with grades |
|  |  |  |
| **Further/Higher Education** University/Polytechnic/College attended  |  Dates  | Examinations passed (with grades) |
|  |  |   |
| **Other qualifications/training courses attended**Including results pending and to be obtained |
|  |
| **Professional Membership**Including results pending and to be obtained |
|  |

|  |
| --- |
| **Reasons for applying for this post and relevant skills and experience** It is essential that you demonstrate how you meet the criteria for this role as outlined in the job description; as a minimum, you must demonstrate you meet all the essential criteria on the person specification and identify why **this** role in particular appeals to you. **Please restrict your answer to a maximum of 800 words.** **PLEASE NOTE: THIS IS AN INTEGRAL PART OF THE APPLICATION PROCESS AND WE WILL NOT CONSIDER APPLICANTS WHO DO NOT PROVIDE THIS STATEMENT. A CV WILL NOT BE ACCEPTED AS AN ALTERNATIVE ANSWER TO THIS QUESTION.**  |
|    *Please continue on a separate sheet if necessary* |
| **Media Review** |
| **Where did you see this vacancy advertised?** |  |

|  |
| --- |
| **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 |

|  |
| --- |
| **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 and used in accordance with GDPR. Full details of our privacy policy can be found here: <https://universitas21.com/privacy-policy> **Signed:****Date:** |

Please return this form by midnight on Sunday 31st October 2021 for the attention of:

**Jade Bressington**

Director of Operations, Universitas 21

via RECRUITMENT@UNIVERSITAS21.COM

|  |
| --- |
| **Equal Opportunities Monitoring (Please note: this page of the application will be removed before short-listing – it is used entirely for reporting and will be treated as confidential)** |
| *U21 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 / NoPlease 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 ¨  |
| **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) ……………………………………**Other** ¨ Prefer not to say |