

Application form: Student Activities Coordinator

This is the application form to apply for the role of Student Activities Coordinator. Any further information required please contact dcox1@glos.ac.uk

To see the Job Pack please visit the SU site here: <https://www.uogsu.com/pageassets/more/workforus/Student-Activities-Coordinator-Final-Upload.pdf>

Please ensure you have read the job pack and all included information before signing the declaration.

This is the first stage of the application process - interviews will follow if you are successful at this stage.

All information provided will be treated in the strictest confidence.

Please note - your responses will not be saved if you exit the form before submission. We recommend you write your supporting statement elsewhere and copy this to the form at that stage. Click here to view all questions that will be asked in this form to prepare your responses before starting this form.

* Required

Your personal information

1. Your title *

2. Forename *

3. Surname *

4. Contact email address *

5. Contact phone number *

6. Home address *

Employment history

7. Are you currently employed? *

Yes

No

8. Name of current employer

9. Your current job title

10. When did you start working here?

Please input date (dd/MM/yyyy)



11. Do you have other relevant employment history you wish to include?

Yes

No

12. Name of employer

13. Your job title

14. When did you start working here?

Please input date (dd/MM/yyyy)



15. When did you stop working here?

Please input date (dd/MM/yyyy)



16. Do you have other relevant employment history you wish to include?

Yes

No

17. Name of employer

18. Your job title

19. When did you start working here?

Please input date (dd/MM/yyyy)



20. When did you stop working here?

Please input date (dd/MM/yyyy)



21. Do you have other relevant employment history you wish to include?

Yes

No

22. Please list further employment history below, using this format: Name of employer, Your job title, start date, end date

Education and qualifications

We may request to view your certificates or evidence of these qualifications

23. Please provide details regarding your General Education, ie GCSE/ A/ AS/ NVQ Level (or equivalent) including School/ College, dates achieved, subject and grade level starting with the most recently achieved award *

24. Please provide details regarding any Further and Higher Education qualifications you have achieved including College/ University, date(s) achieved, subject and grade level starting with the most recently achieved award *

25. Please provide details regarding any current qualifications you are working towards including College/ University, date for completion, subject and predicted grade level.

26. Please list any additional relevant training or qualifications which you have not yet been able to note

Supporting statement

This section of the application is the substantive element and where you should concentrate most of your time. When shortlisting for interview we use the below information to compare applicants to the person specification and job description so you should ensure your statement

27. Complete your supporting statement below. It should be no longer than 1,200 words. *

Please summarise the duties and responsibilities of previous employment and emphasise relevant experience in respect of the essential and desirable requirements of the position (please refer to the Job Pack).

Final information

28. Are you related to an employee/ Officer of the SU/ University or Trustee of UoGSU? *

Yes

No

29. Please provide details of this relationship

30. Have you ever been convicted of a criminal offence or recieved a caution? *

You may ignore spent convictions or cautions under the Rehabilitation of Offenders Act 1974 and Motoring Offences.

Yes

No

31. Are there any currently outstanding charges against you? *

Yes

No

32. Please provide details regarding your conviction, caution or any outstanding charges against you.

33. Do you currently hold a valid driving license? *

- Yes
- No
- Yes - provisional license

34. Important declaration *

I have read the Job Pack for this role (link can be found at the top of this form) and accept all conditions included in that document.

I understand that canvassing an employee or Officer of the Students' Union, either directly or indirectly, in an attempt to gain preferential treatment, or providing false information with regard to the application will disqualify my application.

I also understand that any offer of employment may be subject to satisfactory pre-employment medical questionnaire and in some cases a medical examination.

In accordance with the Data Protection Act 1998, I understand that the information provided in this form will be used in the recruitment and selection process and will form the basis of the personnel record for the successful candidate. It will also be held on a database and used for Equal Opportunities monitoring purposes.

I declare that the information given on this application is to the best of my knowledge true and accurate. I understand that any misrepresentation or omission may result in my application not proceeding any further or if appointed render me liable to dismissal.

- I accept the above declaration conditions

35. Equal Opportunities Monitoring Information *

It is our policy to recruit staff on the basis of their ability and their suitability for the position for which they are applying.

As part of our access and widening participation policy, we welcome applications from all parts of the community.

It would help us if you would answer these questions, which assist us to monitor the effectiveness of our policy.

We treat the information you give us in confidence, and we will not use it as part of the recruitment process.

Would you be willing to complete this additional information?

Yes

No

Equal Opportunities Monitoring Information

We will separate this questionnaire from the application form before we shortlist and decide who

36. Date of birth

Please input date (dd/MM/yyyy)



37. How would you describe your gender?

38. How would you describe your sexual orientation?

39. How would you describe your religious beliefs?

40. Ethnicity

How would you describe your ethnic origin?

- White British
- White Irish
- White Other
- Black or Black British Caribbean
- Black or Black British African
- Black or Black British Other
- Asian or Asian British Indian
- Asian or Asian British Pakistani
- Asian or Asian British Bangladeshi
- Chinese or Chinese British
- Mixed- White and Black Caribbean
- Mixed- White and Black African
- Mixed White and Asian
- Other Ethnic Group

41. Do you consider yourself to be disabled?

Under the Equality Act 2010, a person is disabled if they have a physical or mental impairment which has a substantial or long-term adverse effect on their ability to carry out normal day-to-day activities.

Difficulties may involve difficulties in moving around; holding and manipulating objects; physical co-ordination; incontinence; lifting, carrying or moving everyday objects; speech; hearing or eyesight (except if this is corrected with spectacles or contact lenses). It may also involve mental ability such as memory, concentration or learning and understanding.

- Yes
- No

42. Please give details of the nature of your disability

43. Thank you for completing the applicaiton and equality monitoring information, to submit all of your information please select the below

I have completed the application and monitoring information

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms