





## INFORMATION IN SUPPORT OF YOUR APPLICATION

### PERSONAL OUTLOOK

What is it in your attitude to your work that makes you particularly suitable to this job?

### PREVIOUS EXPERIENCE

What skills have you acquired that relate to the post for which you are applying? You should refer to the advertisement, job description and person specification to identify any particular requirements of the post.

### HOBBIES, INTERESTS & VOLUNTARY WORK

Do you have any hobbies or interests you would like to mention, or have you been involved in any voluntary work which may be relevant to the post?

Continue on a separate sheet if necessary, adding your name and the section title to each sheet used.

## REFEREES

Please give the details of two referees (not relatives) who know you well and can provide current information about your work experience and skills. One of the referees should be your present or most recent employer, whom we will contact only after you have been selected for interview and we have received your permission.

1	NAME			
ADDRESS				
POSITION				
TELEPHONE		E-MAIL		
PROFESSIONAL RELATIONSHIP TO YOU				
2	NAME			
ADDRESS				
POSITION				
TELEPHONE		E-MAIL		
RELATIONSHIP TO YOU				

## CRIMINAL CONVICTIONS

PLEASE GIVE DETAILS OF ANY CRIMINAL CONVICTIONS

NOTE: Under the Rehabilitation of Offenders Act 1974, you are required to give details of any convictions which are not 'spent'. If you are applying for a position where you will be working with children, e.g. as a member of staff in our Nursery, you must give details of any previous criminal convictions, which for other purposes are 'spent' under the provisions of the Act. Failure to do so may render you liable to summary dismissal.

## DISABILITIES

For the purposes of the Disability Discrimination Act 1995, an individual is now considered disabled if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities, regardless of whether the individual is registered disabled. Such a definition excludes trivial or minor complaints.

DO YOU CONSIDER YOURSELF TO BE DISABLED FOR THE PURPOSES OF THE ACT? IF YES, HOW WOULD YOU DESCRIBE YOUR DISABILITY?

## AVAILABILITY FOR INTERVIEW

IF SELECTED FOR INTERVIEW, ARE THERE ANY DATES WHEN IT WOULD BE IMPOSSIBLE FOR YOU TO ATTEND? (We cannot undertake to avoid these dates, but will try to do so).

## DECLARATION

I DECLARE THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND I AM IN POSSESSION OF THE QUALIFICATIONS I CLAIM TO HOLD.

SIGNED		DATE	
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Please note that the information given in this application will be held on computer and your rights under the Data Protection Act 1998 apply.

Please return your completed application form, by the closing date stated in the advertisement to: Louisa Allen, HR, LOUGHBOROUGH STUDENTS' UNION, UNION BUILDING, ASHBY ROAD, LOUGHBOROUGH, LEICS, LE11 3TT. Please ensure you apply the correct postage as we will not pay any excess and will not receive your application. You can also email the application to us at [personnel@lufbra.net](mailto:personnel@lufbra.net)