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| **Casual Staff Application Form**  Position Applied For: Peer Advisor |

**Introduction**

We have designed this application form to collect all the information we require to select candidates for interview. Please do not send CVs, as they will not be considered. Your data will be processed in line with our data protection policy which can be found on www.upsu.net.

**University Of Portsmouth Information**

To qualify for a student staff opportunity you must be a current student of the University of Portsmouth. Please confirm the following information:

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| Please confirm that you are a current student of the University of Portsmouth: Yes / No  Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please give details of the Course are you currently studying: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dates of Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(expected graduation)* |

**Right to Work in the UK**

Please confirm you are eligible to work in the UK:

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| Right to work in the UK: YES/NO  Visa Restrictions (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Declaration**

Please confirm the following information:

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| Have you ever been convicted of a criminal offence? YES/NO  If yes, please give details (except for convictions regarded as spent under the Rehabilitation of Offenders Act 1974): |

## **Employment & Volunteering History**

Please list below, details of recent relevant experience including employment, voluntary work, community activities, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **(month & year)** | **Job Title and Employer** | **Description of Duties** | **Reason for leaving** |
|  |  |  |  |

**Why do you want the job?**

Please use the space below to tell us why you want the job in a maximum of 500 words.

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**What relevant skills and experience can you bring to the position**

Please use this space to write up to 500 words, giving examples to evidence your experience, skills and attributes. Please make sure sure you meet the relevant job role. Information about the role can be found at [www.upsu.net/careers](http://www.upsu.net/careers)

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**UPSU’s values are to be Inclusive, Enriching and Pioneering in everything we do for students. How would you embody these in the role of Peer Advisor?**

Please use this space to write up to 500 words on how you would embody these values as a Peer Advisor.

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**Any other information?**

Please use the below space to tell us anything else you’d like to tell us that would help support your application. Max, 500 words

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The Union is a MINDFUL EMPLOYER® ****

Developed, led and supported by employers, MINDFUL EMPLOYER® provides businesses and organisations with easier access to information and support for staff who experience stress, anxiety, depression or other mental health conditions.

If you would like to speak to someone about Mindful Employer and any additional help and support you may require, please contact Central Administration on centraladmin@upsu.net

**Applicant Personal Information**

To ensure applications are judged on merit and to ensure the Union employs Equal Opportunities best practice, this sheet will be separated from your application.

**Your Details**

|  |  |  |
| --- | --- | --- |
| Title | First Names | Surname |
| Address  Postcode | | |
| Email address | | |
| Daytime telephone number | | |
| Evening telephone number | | |
| Notice period required for current job | | |
| Where did you see this post advertised? | | |
| To enable us to conduct a fair and impartial recruitment & selection process, please state if you are related to, or have a close personal relationship with a current member of staff or member of the Board of Trustees at UPSU.  Providing this information will not affect your application in any way:  (please state NONE if not applicable) | | |
| Declaration  I declare that the details contained in this application are correct to the best of my knowledge and in particular that I have not omitted any material facts that have a bearing on my application.  Signed Dated: D D/M M/Y Y | | |

**Equal Opportunities Monitoring Form**

To ensure applications are judged on merit and to ensure the Union employs Equal Opportunities best practice, this sheet will not be linked to any information that can identify you and will be separated from your application and personal details form.

**Ethnic Origin:**

How would you classify your ethnic origin?

Black British Black African Black Caribbean Asian British

Asian Other White Other (please state) ………………………

**Disability:**

*The Disability Discrimination Act 1995 defines disability as “A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities. The disability could be physical, sensory or mental and must be expected to last at least 12 months”*

Do you have a disability as defined by the Disability Discrimination Act? YES/NO

Do you require any assistance to enable you to attend interview e.g. signing? YES/NO

If yes, what type of assistance?

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*Disabled applicants are invited to contact us in confidence at any point during the recruitment process to discuss steps that could be taken to overcome operational difficulties presented by the job, or if any adjustments or support are required.*