



London Metropolitan University
Students' Union

APPLICATION FORM

PERSONAL DETAILS

Candidate Number: (office use)
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Position Applied For: Student Activities Assistant

FULL NAME:	ADDRESS:
Title:	
Forename (s):	
Surname:	
Previous Surname:	Postcode:

Home Telephone:	
Mobile:	
Email Address:	

Current notice period:

Where did you hear about the vacancy?
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Eligibility to work in the UK: To comply with legislation, all candidates must provide documentary evidence of their right to work in the United Kingdom.
Are you legally permitted to work in the United Kingdom?
Have you any limitations of which we should be aware in considering your application?

REFERENCES

Please give the name and addresses of at least two persons who have supervised you in a professional capacity who may be consulted regarding your suitability for this post. One reference should be your present or most recent employer. References should cover the current and preceding 5 year period.

Offer of employment will be subject to the receipt of at least 2 satisfactory references.

Referee 1

Full Name:	
Position:	
Company:	
Address:	
Postcode:	
Telephone No:	
Email Address:	

Referee 2

Full Name:	
Position:	
Company:	
Telephone No.	
Email Address:	

Referee 3

Full Name:	
Position:	
Company:	
Telephone No:	
Email Address:	

May we seek references prior to interview?

DECLARATION

TO BE COMPLETED BY ALL APPLICANTS

By signing and returning this application form, I consent to LMSU obtaining, keeping, using and producing information relating to my application in line with requirements of the Data Protection Act 1998. I understand that if I am appointed this application form will become part of my personnel file and that if I am not appointed, in accordance with the Data Protection Act, all manual and electronic records will be deleted after a period of 6 months from all relevant filing systems.

If it is found that any of the information provided in my application is false or if I have knowingly concealed any fact concerning my eligibility for this post, my name will be withdrawn as a candidate.

I certify the information provided in this application (and any further information enclosed), is correct.

I declare that all entries on this form are correct and complete. I accept that providing deliberately false information may result in my dismissal, if I am appointed.

Signed:

Dated:



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CURRENT OR LAST EMPLOYER

Company Name	
Type of business	
Date from	
Date to	
Basic salary	
Job Title	
Brief outline of duties	
Reason for leaving	
Period of notice required	

PREVIOUS EMPLOYER 1

Company Name	
Type of business	
Date from	
Date to	
Basic salary	
Job Title	
Brief outline of duties	
Reason for leaving	

PREVIOUS EMPLOYER 2

Company Name	
Type of Business	
Date from	
Date to	
Basic salary	
Job Title	
Brief outline of duties	
Reason for leaving	

PREVIOUS EMPLOYER 3

Company Name	
Type of Business	
Date from	
Date to	
Basic salary	
Job Title	
Brief outline of duties	



Reason for leaving

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EDUCATION AND TRAINING

Please note that offers of employment are subject to proof of all relevant qualifications

Education	University/College/ School	Subject & Qualification	Grade
Professional Qualifications	University or College attended	Subject & Qualification	Grade
Training, please enter details of any relevant training not mentioned above	College, Training Body or Organisation and dates attended	Subject & Qualification	Grade

OUTSIDE INTERESTS/HOBBIES

Please give details of hobbies and interests	
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VOLUNTEERING

Please give details of any volunteering activity that you currently undertake and who for	
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PREVIOUS APPLICATIONS

Have you applied for paid employment with LMSU before? If so please enter details of the positions which you have applied for.	
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SUPPORTING INFORMATION (maximum 2 sides)

Please outline with examples of how you meet the person specification

COMPLETED APPLICATION FORM, EQUAL OPPORTUNITIES FORM AND PORTFOLIO SHOULD BE SENT TO –
harry.jones@londonmet.ac.uk
