

**Aberystwyth University Students’ Union Application form**

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| Application for the post of Receptionist Student Staff |

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| **CONTACT DETAILS** | |
| Name: | Email: |
| Address: | Work Eligibility:  Are you eligible to work in the UK?  Yes  No  For further information on UK work eligibility please visit - https://www.gov.uk/legal-right-work-uk |
| Telephone Number: | Valid Driving Licence:  Yes  No |

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| **DATA PROTECTION** |
| Please see the University of Aberystwyth Students’ Union Job vacancy page for details of our policies and procedures in relation to GDPR |

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| **PRESENT OR MOST RECENT APPOINTMENT** |
| Post: |
| Employer: |
| Date of Appointment: |
| Period of Notice to terminate Present Employment: |

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| **REFERENCES:** | | |
| May the Union approach the below referees without contacting you first? Yes  No | | |
| NAMES AND ADDRESSES OF TWO REFEREES. Where possible please include your present or most recent employer | | |
| Name:  Position:  Address:  Tel No:  E-mail: | 1 | 2 |

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| **QUALIFICATIONS, KNOWLEDGE, EXPERIENCE, SKILLS & ATTRIBUTES** |
| This section of the application will help you demonstrate how you meet the criteria detailed in the person specification: |
| What excites you about this role? |
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| This role requires someone who is a welcoming and friendly first point of contact for students, staff and visitors to the Students’ Union. Please tell us about any customer service experience you may have. |
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| As part of your role, you will be required to use various Microsoft software, e.g. Excel, Word, Outlook. Please tell us about your experience of using this software, whether it be through a previous role or through studying. |
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| As first point of contact, good communication, both verbally and written is an important part of this role. Please give us an example of how you have used your communication skills previously. |
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| Being able to work as part of a team and on your own initiative is an important part of all SU roles. Please can you tell us about your teamwork and self-motivating experience. |
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| **MICROSOFT PACKAGES** |
| What is your level of competency in the following:  Outlook: Very good  Good  Basic  None  Word: Very good  Good  Basic  None  Excel: Very good  Good  Basic  None |

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| **QUALIFICATIONS** |
| Have you got any of the following qualifications?  Welsh degree  GCSE (or equivalent)  A-level (or equivalent)  Other: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **WELSH LANGUAGE** |
| What is your level of Welsh Language ability? None  Beginning to learn the language  Have been learning the language for some time  Advanced learner but lacking confidence  Advanced learner and happy to converse in Welsh  Confident enough to speak Welsh in the workplace  Fluent |

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| **PREFERRED WORKING ARRANGEMENT (PLEASE TICK)** |
| Full time  Part time  Job share |
| If you have ticked part time or job share, please give details below of your preferred working hours: |

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| **ADVERTISING** |
| How did you learn about the vacancy?: |

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| **REHABILITATION OF OFFENDERS ACT** |
| Have you been convicted by a court of any criminal offence for which you are still subject to a period of rehabilitation under the terms of the Rehabilitation of Offenders Act 1974?  YES  NO  If you are still subject to a period of rehabilitation, please provide details of the conviction(s) on a separate sheet.  Please note that the post holder for this role will be required to have a clean DBS check (paid for by the SU) |

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| **DATA PROTECTION STATEMENT** |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. AberSU will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of *[insert lawful basis]* to process the information provided by you in this form.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  If you want to know more about how we use the information you have provided, please see our privacy notice for job applicants which islocated on the Students’ Union website here: <https://www.abersu.co.uk/aboutaber/jobs/> |

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| **DECLARATION** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to AberSU being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).    *Signature of Applicant*  *Date …………………………………………* |

***Completed Application Forms should be returned via email to*** [***ceostaff@aber.ac.uk***](mailto:ceostaff@aber.ac.uk) ***by the listed closing date.***