

# Application for the post of: Assistant Bars Manager

This form should preferably be typed, or completed in **black ink**. Please continue on additional sheets if necessary.

## Personal Details

Title: \_\_\_\_\_ First Names: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone numbers - Day: \_\_\_\_\_

Evening: \_\_\_\_\_

If appointed, how soon would you be able to commence? \_\_\_\_\_

## Criminal Convictions

Have you ever been convicted of a criminal offence? \_\_\_\_\_ Y/N If yes, please specify. (You are not required to detail spent convictions): \_\_\_\_\_

**Referees** *One of whom should be your most recent employer; neither should be related to you.*

Name:	Name:
Position held:	Position held:
Organisation:	Organisation:
Address:	Address:
Post Code:	Post Code:
Tel. No:	Tel. No:
Email Address	Email Address
Capacity in which known	Capacity in which known
May we contact prior to interview? Y/N	May we contact prior to interview? Y/N

## Declaration

I declare that the information given in this application is accurate and complete to the best of my knowledge. Any false statement may be sufficient cause for rejection or, if employed, may result in the termination of your employment. I agree that the information given on this form may be used for registered purposes under the Data Protection Act 1998.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Education and qualifications** - *start with most recent*

Secondary School/College/University	Dates attended	Qualifications gained and grades

**Training Attended** - *start with most recent*

Training Provider	Dates attended	Course title

**Employment History**

<p><b>Current or most recent post</b></p> <p>Employer Name:</p> <p>Address:</p>	<p>Position Held:</p> <p>Dates of employment:</p> <p>Current/Final Salary:</p> <p><i>Please state hourly rate and number of hours for part-time roles.</i></p> <p>Reason for leaving:</p>
<p><b>Give a brief description of the duties, scope and responsibilities of this role</b></p>	

**Previous Posts** - Give details of your previous work history, including voluntary or unpaid work, beginning with the most recent and explaining any gaps

<b>Dates from-to</b>	<b>Name of Employer</b>	<b>Position Held</b>	<b>Summary of Main Duties</b>	<b>Salary on leaving</b>	<b>Reason for leaving</b>

**Suitability for the position**

*As part of the job description we have described the person specification for this vacancy. Please use this space to explain how you meet each of our criteria in turn, with examples.*

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**Additional Information**

*Please provide any additional information which you feel is relevant to your application, including your hobbies and interests.*

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**Further Questions**

The Union has identified two key areas as important for all our employees. The following questions allow us to confirm your skills, knowledge and ability in these areas.

Please describe your skills using IT as relevant to this application.

Please describe your understanding of Equal Opportunities.

Unless otherwise specified within the recruitment information, please return your application form by email to: [recruitment@susu.org](mailto:recruitment@susu.org)

*Recruitment, Southampton University Students' Union, Highfield, Southampton SO17 1BJ*

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