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| **APPLICATION FORM** |  |

The NASUWT is committed to fair recruitment and employment practice. Please ensure that you read the information below **BEFORE** completing this form.

**Candidate Guidance**

All applications for employment within the NASUWT will be assessed on merit, based only on evidence supplied by job applicants against the requirements of the person specification and the job description.

It is **ESSENTIAL** when completing your application form that you address all the criteria listed in the person specification. The appointment panel will base its decisions on the evidence you provide to support your application and any evidence provided by your nominated referee.

The information you provide is used to

1. Ensure any necessary adjustments are made to the process so that no candidate is disadvantaged due to a disability or other underlying condition;
2. Sift out any candidates who fail to meet minimum essential criteria;
3. Collate data and conduct statistical analysis on the protected characteristics of job applicants, shortlisted candidates and appointees in order to identify any possible areas of bias or discrimination;
4. ***PLEASE DO NOT PDF YOUR APPLICATION*** *– The application should be submitted as a word document.*

**Making an Application**

1. All applications should be completed electronically and not handwritten;
2. CVs and other written testimonials **will not** be considered;
3. Applicants engaged in lobbying or canvassing of the NASUWT National Executive in relation to the appointment process will be disqualified;
4. If shortlisted, you will be required to provide additional information relevant to your actual employment.
5. Please ensure that you sign the final section of the application form to confirm that you have provided a complete, truthful and accurate account of yourself and your career history and notified us of any potential conflicts of interest such as the employment of relatives. A dishonest declaration may result in your exclusion from the process, the withdrawal of an employment offer, or dismissal after appointment;
6. All applicants will be required to submit applications electronically using the standard application form to [PeopleandDevelopment@mail.nasuwt.org.uk](mailto:PeopleandDevelopment@mail.nasuwt.org.uk).

Please note that receipt of satisfactory references will be required prior to interview for each shortlisted candidate.

**Data Protection**

If your application is successful, then all the records pertaining to your appointment will be maintained electronically as part of your personnel record. Your personnel record is retained for 7 years after your leaving date.

All records relating to unsuccessful applications will be deleted 6 months after applicants have been notified of the outcome.

No information relating to your application will be shared with third parties unless this is necessary to:

1. provide access to benefits such as a pension or company car (if eligible) or;
2. conduct the post-interview checks described above;
3. obtaining additional health advice necessary for us to support your employment effectively or;
4. respond to a complaint or legal claim.

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| **Job title:** | General Secretary |
| **Location:** | Union’s national Headquarters in Rednal, Birmingham. |
| **Job Reference Number:** | GS24 |

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| **Personal Details** | | |
| **Preferred Pronoun** |  | Prefer not to say ☐ |
| **Full Name:** | Title: | |
| **Telephone Number:** |  | |
| **Date of Birth/Age:** |  | |
| **Email Address:** |  | |
| **Postal Address:** |  | |
| **Have you been resident at this address for more than six months?** | Yes ☐ No ☐ | |

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| **I confirm that I have a permanent right to work in the UK and do not require sponsorship of an employment visa.**  Please note that under Section 8 of the Asylum and Immigration Act 1996 we must obtain evidence that the successful applicant is entitled to be employed in the United Kingdom. | Yes  No |

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| I confirm that I am not, and have never been, a member of any Far Right or other extremist organisation. | Yes ☐ No ☐ |

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| Do you have a full valid UK driving licence? | Yes  No |

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| **Section One: Underpinning Knowledge** | | |
| **Relevant Professional Qualifications** | **Level** | **Grade Achieved** |
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| **Academic Qualifications** | | |
| **Title of Course** | **Level (E,G. GCSE, MSc** | **Grade Achieved** |
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| **Other Relevant Training (inc Trade Union courses)** | **Level** | **Grade** |
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| **Section Two: Underpinning Experience** | | | |
| **Name of current or most recent Employer** | **Position held and key duties** | **Length of Service (years/months)** | **Date and Reason for Leaving** |
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| **Other Employers** | **Position held** | **Length of Service (years/months)** | **Date and Reason for Leaving** |
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| **Section Three: Supporting Information** |
| This final part of the application process is where you have the opportunity to demonstrate to the shortlisting panel how you meet the person specification.. Please outline, in as much detail as you think appropriate, the evidence from your career, voluntary or personal life that illustrates your ability to meet the requirements in the context of the job for which you are applying. It is important to use as many examples as possible and not just rely on one instance that you are particularly proud of – stronger applications demonstrate that you are able to apply your knowledge and experience in a range of situations. Please keep your responses succinct.  Please complete the form electronically and not handwritten |
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| **Section Four: References** |
| Please provide details of **two** referees, the first of whom **must** be your current or most recent employer. You may be asked to provide additional employment references if you have been employed for less than 12 months by your first referee. Referees will be contacted if you are shortlisted and references requested prior to interview |

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| **Referee 1** – must be from your most recent employer. Only references from a direct line manager or HR department are accepted. | |
| Name: |  |
| Position: |  |
| Relationship to you: |  |
| Employer / Company Name: |  |
| Contact Number: |  |
| Email Address: |  |
| Postal Address: |  |

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| **Referee 2** | |
| Name: |  |
| Position: |  |
| Relationship to you: |  |
| Employer (if applicable): |  |
| Contact Number: |  |
| Email Address: |  |
| Postal Address: |  |

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| **Section Five: Declaration** |
| **Please ensure you read Section 6 of the Guidance for Applicants**  I have not been provided with any detailed advice, guidance or other information relating to my application for this post by anyone involved in, or associated with, the recruitment process.  I am/am not aware of any potential conflict of interest arising from my appointment.  (If yes, Please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I am/am not related to any current employees or member of the National Executive of the NASUWT (including family, and/or close personal relationships).  (If yes, Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I confirm that the information I provide throughout the recruitment process is a complete, and true account. I understand that should I be appointed any misrepresentation, relevant omission or falsehood provided at any stage will be treated as potential gross misconduct and may result in my dismissal.  **Signed……………………………………………………………………**  **Date………………………………………………………………………** |

Please return this form to: [PeopleandDevelopment@mail.nasuwt.org.uk](mailto:PeopleandDevelopment@mail.nasuwt.org.uk)

**PLEASE DO NOT PDF YOUR APPLICATION FORMS** – **The application forms should be submitted as a word document.**