



University of Portsmouth  
 Enterprise Ltd  
 The Student Centre Trading  
 Cambridge Road  
 Portsmouth  
 PO1 2EF

# Employment Application Form (please complete in Block Capitals using Black Ink)

## 1. Personal Details:

<b>Position Applied For:</b>	<b>Date Received:</b>
------------------------------	-----------------------

<b>Title:</b>	<b>Forename(s):</b>	<b>Surname:</b>
---------------	---------------------	-----------------

<b>Contact Address:</b> ..... ..... .....	<b>Contact Telephone No:</b>
	<b>Mobile phone No:</b>
	<b>E mail Addresses:</b>
	<b>University:</b> @ port.ac.uk
<b>Postcode:</b>	<b>Other email details:</b> @

Are you currently a student at the University: Yes  No

## 2. Educational History:

Please list your current course and year of graduation.

Institution Name	From	To	Current Course
.....			
.....			

Please list establishments you have attended where a relevant qualification or achievement was obtained.

Institution Name	From	To	Area of Study
.....			
.....			

Please list any qualifications relevant to your application (including general education):

Qualification and/or Professional Qualifications	Grade/Result	Date awarded
.....		
.....		
.....		
.....		





**5. References:**

**Please give the details of two people whom we may contact for references. These people should not be related to you, but can be previous employers or character referees:**

**Can we take up references with these referees at this stage: Yes/No**

<b>Referee 1</b>	<b>Referee 2</b>
<b>Name:</b>	<b>Name:</b>
<b>Relation to you:</b>	<b>Relation to you:</b>
<b>Address:</b>	<b>Address:</b>
.....	.....
.....	.....
<b>Postcode:</b>	<b>Postcode:</b>
<b>Telephone No:</b>	<b>Telephone No:</b>

**6. Disclosure of Relationship**

Are you related to a Trustee of UPSU or any other person currently employed by UPSU or UPEL at the Students' Union: **Yes/No**

**If Yes please give details** \_\_\_\_\_

<b>7. Declaration</b>	
<p><b>I confirm that the information given on this form is, to the best of my knowledge, is true and complete. Any false information may be sufficient cause for rejection or, if employed termination of my contract.</b></p>	
<p><b>Signed:</b> _____ <b>Date:</b> _____</p>	
<p><b>Please return completed forms to the Christine McCann, Student Employment Co-ordinator, University or Portsmouth Students' Union, The Student Centre, Cambridge Road Portsmouth. PO1 2EF</b></p>	
<p><b>For Office Use Only:</b></p>	
<p><b>Application Reviewed on:</b> _____</p>	<p><b>Interview: Yes / No</b></p>
<p><b>Date /time of Interview:</b> _____</p>	
<p><b>Interviewers:</b> _____</p> <p>_____</p> <p>_____</p>	
<p><b>Decision(s):</b> _____</p>	
<p><b>Notes:</b> _____</p> <p>_____</p>	