Version 1.0 1/00

Official use only:
Role: **Faculty Rep**
Ref. Number: **FR/2009/**
Closing date: **Tuesday 3rd November 2009**

JOB APPLICATION FORM

Please read the Guidance Notes for Applicants, Job Description and Person Specification carefully. By doing so you will increase your chances of a successful application.

Complete this form using a blue or black pen to the best of your ability. Do not enclose your own CV with your application, as it will not be considered by the shortlisting panel.

Your Personal Details and Equal Opportunities Monitoring form will be separated from your application on receipt.

If you require any assistance in completing this form, or have any additional enquiries about the position advertised, please contact us - see details below.

Manchester Metropolitan Students' Union, 99 Oxford Road, Manchester, M1 7EL
Tel: 0161 247 1162 Fax: 0161 247 6314 E-mail: mmsu@mmu.ac.uk Web: www.mmsu.com

EMPLOYMENT HISTORY

Please work backwards in time from the top down and include any gaps in your employment history. These are not necessarily detrimental to your application and indeed may be a positive attribute.

Present or most recent position

Company name:			
Type of business:			
From/To:		Full or Part time:	
Leaving Salary:		Period of notice required:	
Position held, and brief description of duties:			

Previous Position #2

Company name:			
Type of business:			
From/To:		Full or Part time:	
Leaving Salary:			
Position held, and brief description of duties:			

Previous Position #3

Company name:			
Type of business:			
From/To:		Full or Part time:	
Leaving Salary:			
Position held, and brief description of duties:			

Please continue on a separate sheet for any additional relevant work experiences.

EDUCATION

From secondary education. Please put most recent first.

College/University	From - To	Qualifications *(and grades)*

School	From - To	Qualifications *(and grades)*

PROFESSIONAL QUALIFICATIONS *(e.g. membership of Professional bodies, Associations)*

Body	Status of membership	Date attained

TRAINING *(e.g. Short courses, In house training, Certificates)*

Title of course	Date completed	Length of course	Organising body

EXPERIENCES AND SKILLS

(eg School Governor, Team captain, Charity work)

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ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

Take into account the Person Specification, what relevant experiences you have had, and how you might meet each criterion on the Person Specification.

Please continue on separate sheet if necessary.