|  |  |
| --- | --- |
|  | Application for Employment |
| Post Title | **Communications Officer** |
| First name/s (BLOCK CAPITALS) |  |
| Second name (BLOCK CAPITALS) |  |
| Mr / Mrs / Miss / Ms / Dr / Other |  |
| Home Address (BLOCK CAPITALS) |
| Post Code |
| Telephone No (home) | Email (home) |
| Telephone No (work)*Only quote if you wish to* *be contacted at work* | Mobile No |
| How did you find out about this vacancy? |
| Are you a British citizen?If you are not a British citizen, do you have permission to work permanently in the UK?If yes, please provide your work permit number |

|  |
| --- |
| The MU are committed to equal opportunities in employment and aims to create an environment that is free from all forms of discrimination and that values diversity. No person seeking employment with the MU will receive less favourable treatment or be disadvantaged on the grounds of their, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. The MU are committed to having a workforce that is representative of the communities we operate in and all applicants are treated equally and fairly throughout the recruitment and selection process. |

|  |
| --- |
| **EMPLOYMENT INFORMATION** Give details of roles you have held, including self-employed, starting with the most current post |
| **CURRENT OR MOST RECENT EMPLOYER** |
| Dates From – To | Company name and address | Role Title and brief description of duties (including your key responsibilities and achievements) |
| Notice Period | Reason for leaving | Salary | Other benefits |
| **PREVIOUS EMPLOYMENT** (Continue on a separate sheet if necessary – DO NOT go back more than 5 years unless relevant to the role you are applying for) |
| Dates From – To | Company name and address | Role Title and description of duties (including your key responsibilities and achievements) | Reason for leaving |
| **EDUCATION AND QUALIFICATIONS**Give details of vocational, technical and academic qualifications you have gained, for example Degree, A Level, Scottish Highers, NVQ, SVQ, GCSE, National 5. If you have overseas qualifications, please include country and explain level |
| Dates From – To | Name of school, college or university | Subject | Level | Grade |
| **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS** |
| Organisation | Type / Grade of Membership | Date joined |
| **OTHER TRAINING**Please give details of any other relevant training with dates |
| **IT EXPERIENCE**Please summarise your information technology knowledge and skills (including Microsoft Word, Outlook and Excel) |

|  |
| --- |
| **SUITABILITY FOR THE ROLE**Please read the requirements of the job advertisement (and any relevant job description provided) and explain why you are suitable for the post. You should address each requirement listed, giving evidence of your skills, experience, and knowledge in each area. |
|  |

|  |
| --- |
| **REFERENCES**Please give the name, email address, full postal address and telephone number of two referees, one of which must be your current or most recent employer (if you have work experience). Please do not include any relative as a referee. No appointment will be confirmed without satisfactory references. |
| Name | Name |
| Address | Address |
| Telephone No | Telephone No |
| Email | Email |
| In what context does this referee know you? | In what context does this referee know you? |
| **Data Protection Act 2018 -** The Musicians’ Union will process information provided on this form for the purpose of personnel administration, including pay and pensions. It will only be disclosed outside of the Musicians’ Union to organisations that are under contract to process data in these areas. For full details on our privacy policy please visit our website: [themu.org/privacy-policy](https://musiciansunion.org.uk/privacy-policy) |
| Do you have a full driving licence?If endorsed, please give details |  | Yes |  | No |
|  |  |  |  |

|  |
| --- |
| **DECLARATION** |
| I declare that the information is, to the best of my knowledge, true and correct and may be stored and used in accordance with Musicians’ Union recruitment and selection procedures. I understand that giving false information will disqualify my application, it may be used in the detection or prevention of fraud and, if discovered after appointment may be grounds for dismissal.Signature Date |
| **Please return by the stated closing date to** **recruitment@themu.org** |

**If you require this application in a different format or you require reasonable adjustments to be made to the recruitment process, please contact** **recruitment@themu.org** **to discuss how we can accommodate your needs.**