



22 University Gardens    www.qmu.org.uk  
Glasgow                    t: 0141 339 8525/9784  
G12 8QN                    f: 0141 357 2903

For official use only

Date received

|    |    |       |
|----|----|-------|
| R1 | R2 | Offer |
|    |    |       |

# Application for Employment

|                       |            |
|-----------------------|------------|
| Position applied for: | Address:   |
| Surname:              |            |
| Forename:             | Postcode:  |
| Email:                | Telephone: |
|                       | Mobile:    |

## Employment History

Please give your employment details over the past three (3) years, starting with your present or most recent employment. This can be paid work, voluntary work, or work from home. Please include the name and address of your employers, your job title, and a brief description of your duties.

| Employer: | Job title/ description: | From (date) | To (date) |
|-----------|-------------------------|-------------|-----------|
|           |                         |             |           |

**Qualifications**

Please detail your academic and/or professional qualifications.

**Further Education and Training**

Include any short courses you have undertaken, such as nightschool, first aid, company training courses.

| Subject | Level | Class/Grade |
|---------|-------|-------------|
|         |       |             |

| Duration of Course | Details |
|--------------------|---------|
|                    |         |

**Additional Information**

Please use this space below to state fully why you wish to be considered for this position.

## References

Please give the names of two people to whom references can be made. One of these people must be your present or most recent employer.

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Telephone:

Telephone:

Please tick the corresponding box if you do not wish your references to be contacted without prior permission.

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## Health

If you have any ongoing medical condition, please detail it below.

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If you have had any criminal convictions in the past five (5) years, please detail them below. Include any driving offences.

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## Transport

How would you travel to this job?

Do you have a current driving licence?

Do you have your own transport?

Are you registered disabled?

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**Declaration: I confirm that the information that I have provided in this application is correct and that I am physically and mentally capable of carrying out any task required.**

How did you hear about this vacancy?

**Please return to:**  
Personnel Officer  
Queen Margaret Union  
22 University Gardens  
Glasgow  
G12 8QN

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**Signature**

**Date**

personnel@qmu.org.uk

If, after appointment, any of the information provided proves to be false, the QM Union reserves the right to review the appointment.