Job application form

It’s important that you read the Job Applicant Privacy Notice. You can find it as a link on the TUC’s Job Vacancy site and on the Related Content Documents for this vacancy. Please read it carefully along with the guidance notes, job description and person specification carefully before you complete this form. Please include the job reference of the vacancy you’re applying for in all sections. Please send your completed form to either [jobs@tuc.org.uk](mailto:jobs@tuc.org.uk) or Personnel and Training Team at Congress House, Great Russell Street, London WC1B 3LS.

Only Sections F-H will be used for short listing purposes. **WE DO NOT ACCEPT CVs. ALL CVs WILL BE DESTROYED UPON RECEIPT. PLEASE DO NOT INCLUDE YOUR NAME ON SECTIONS F-H OF THIS FORM.**

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| **Section A – Vacancy Details** |

###### Please tell us about the post you are applying for

Closing date for application: **12 noon Wednesday 28 February 2020**

Job title: **Policy and Communications Support Officer, Organisation, Services and Skills**

Job reference number: **OSSD.03.20**

Location (where the job will be): **Cathedral Road, Cardiff CF11 9SD**

To help us monitor the effectiveness of our vacancy advertising, please tell us how you became aware of this vacancy by selecting one of these options: Choose an item.

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| **Section B – Personal Details** |

# Surname Click or tap here to enter text.

**Forename(s)** Click or tap here to enter text.

# Address Click or tap here to enter text.

**Post Code** Click or tap here to enter text.

**Home Tel:** Click or tap here to enter text. **Mobile:** Click or tap here to enter text.

**Work Tel:** Click or tap here to enter text. **Email:** Click or tap here to enter text.

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| **Section C – GDPR declaration, References, Right to Work in UK, Application declaration** |

**Please sign and date 1 and 4 below.**

#### 1 General Data Protection Regulations (GDPR)

Our Recruitment Privacy Notice is included in our Application Form and explains:

* what personal data we collect about you (and under what lawful basis the data is collected),
* how we use this information,
* how long we keep the data,
* who we share your data with,
* how we protect your data,
* your rights, and how to enact them in relation to the personal data we hold about you.

**Declaration**: Our Recruitment Privacy Notice is included in our Application Form. Before sending your completed application for to us, please confirm that you have read this information and that you accept this privacy policy.

Tick here to confirm

**2 References**

We’ll need to take up references before a job offer can be made and so we’ll ask you to provide reference information at the relevant stage of our recruitment process.

**3 Immigration, Asylum and Nationality Act 2006**

Under provisions of the Immigration, Asylum and Nationality Act 2006 employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you’re offered this post on a provisional basis, you’ll be required to produce an official document confirming you’re entitled to live and work in the UK. For further information, please visit the government website at <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf>

#### 4 Declaration

#### I understand that, if offered, an appointment will be subject to the information on this form being correct.

I therefore declare that the information I have given on this application form is true to the best of my knowledge and that any false statements contained in this form will justify my dismissal from the TUC’s service.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if you’re unable to add a pdf signature to this form, you’ll be asked to sign it in person if you’re invited to attend an interview)

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| **Section D – Recruitment Monitoring Form** |

### The information that you provide in Sections D and E on this form will be treated in confidence. Please see the Job Applicant Privacy Notice for further information.

### TUC’s Equal Opportunities Policy

The TUC is an equal opportunities employer. All job applicants are short listed on how well they match essential criteria for the job (see Job Applicant Privacy Notice and GDPR information above. As part of our job application process, we ask that you complete Section D below and Section E as appropriate.

**Date of birth** Click or tap to enter a date.

**Gender** Choose an item.

**Disabled** Choose an item.

If yes, please complete ***Section E***

**Ethnic Origin**

***Asian or Asian British*** Choose an item.

Please specify any other Asian background Click or tap here to enter text.

***Black or Black British*** Choose an item.

Please specify any other Black or Black British background Click or tap here to enter text.

***Chinese or Other Ethnic Group*** Choose an item.

Please specify any other ethnic group Click or tap here to enter text.

***Mixed race*** Choose an item.

Please specify any other mixed-race background Click or tap here to enter text.

***White*** Choose an item.

Please specify any other white background Click or tap here to enter text.

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| **Section E – Disability Monitoring Form** |

The TUC welcomes applications from candidates with disabilities.

**Please enter your name here** Click or tap here to enter text.

**If you consider that you have an impairment that disables you in society (as defined by the Equality Act 2010\*), please complete the following:**

**Arrangements if selected for interview/selection test:**

If you have a disability, please tell us whether you need any arrangements to be made if you’re invited to attend to a selection test and interview:

Click or tap here to enter text.

**Arrangements if appointed:**

Please give below details of any adjustments that would need to be made to enable you to carry out the requirements of the job if you were appointed:

Click or tap here to enter text.

**\*Definition:**

Disability is a "protected characteristic" under the Equality Act 2010. A person has a disability if he/she "has a physical or mental impairment, and the impairment has a substantial and long-term negative effect on her/his ability to do normal daily actives.”

**If you need information to be provided in a different format to enable you to complete and return your application, please let us know what your requirements are by contacting the Personnel Section on 020 7636 4030 or email** [**jobs@tuc.org.uk**](mailto:jobs@tuc.org.uk)**.**

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| **Section F – Work History** |

Please tell us about your work history.

**Name of current employer** [or most recent employer if you’re not currently employed]:

Click or tap here to enter text.

**Address**: Click or tap here to enter text.

**Post code** Click or tap here to enter text.

**Date from**: Click or tap to enter a date. **Date to**: Click or tap to enter a date.

**Job title**: Click or tap here to enter text.

**Salary**: Click or tap here to enter text. Notice period: Choose an item.

**Brief description of your duties**: Click or tap here to enter text.

Please tell us about your other **relevant** work history (most recent job first). Please use the area below and include for each post the employer’s name, your job title, date from and to and a brief description of your duties.

Click or tap here to enter text.

**trade union membership** (including dates)

Click or tap here to enter text.

**trade union experience** (including any posts held)

Click or tap here to enter text.

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| **Section G – Qualifications, Professional Membership and Training** |

This section tells us about your qualifications and any relevant training courses you’ve completed. Please list your relevant qualifications below and include grades and dates below. We don’t want to know where you studied.

Examination results

Click or tap here to enter text.

Please enter any current and relevant professional memberships. Include the name of the professional body, the title of your professional qualification and the current expiry date.

**Professional membership**

Click or tap here to enter text.

**Training**

Please enter details of any relevant training you’d attended including the title of the course and the date you completed it.

Click or tap here to enter text.

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| **Section H – Supporting Statement** |

## Tell us about how your own experience, knowledge, skills and personal qualities match the requirements for this job. Before completing this section, make sure you’ve read the documentation for this post this post thoroughly. The person specification contains the minimum criteria required for performing the position you’ve applied for and the job description outlines the tasks, duties and responsibilities for the post.

Important: Please note that there’s a maximum limit of 6000 characters (roughly 3 sides of A4) for this section of the application. Your font size must be no smaller than 11pt.