We are grateful that you are considering applying to join the team at United Voices of the World.

In order to apply for a position with us, you will have to do the following:

* Please complete all sections of the form.
* Please give concrete examples in your supporting statement which demonstrate the skill you are describing
* Please ensure that you email both your completed application form to recruitment@uvwunion.org.uk by the deadline.

Please send your completed application form recruitment@uvwunion.org.uk by the deadline stated on the advert. Applications without a completed application form will not be accepted.

If you require this form in another format, please email recruitment@uvwunion.org.uk.

**Section one - the role you are applying for**

| Which role are you applying for? Please use the specific title on the advert. |   |
| --- | --- |
| Where did you see the role advertised? |   |

**Section two - your personal details**

| Forename(s) |   |
| --- | --- |
| Surname(s) |   |
| Your pronouns (optional) |   |
| Address including postcode |   |
| Mobile number |   |
| Home number |   |
| Email address |   |

**Section three - your employment history**

Please provide details of your employment history in reverse chronological order.

| Present or most recent employmentThis includes any roles prior to moving to the UK (if applicable) |
| --- |
| Employer name, address and telephone number | Dates employed | Position(s) held |
|    |  |   |
| Outline of duties and responsibilities: |
|      |
| Please state your reason for leaving your current employment and your notice period: |
|    |

| Previous employment |
| --- |
| Employer name, address and telephone number | Dates employed | Position(s) held |
|       |   |   |
| Outline of duties and responsibilities: |
|     |
| Please state your reason for leaving this employment: |
|   |

| Previous employment |
| --- |
| Employer name, address and telephone number | Dates employed | Position(s) held |
|       |   |   |
| Outline of duties and responsibilities: |
|     |
| Please state your reason for leaving this employment: |
|   |

| Previous employment |
| --- |
| Employer name, address and telephone number | Dates employed | Position(s) held |
|       |   |   |
| Outline of duties and responsibilities: |
|    |
| Please state your reason for leaving this employment: |
|   |

If you need extra space to provide your complete employment history, you can continue on an extra sheet of paper and include it with your application form.

**Section four - your educational history**

Please provide details of your attainment in education and training. You do not need to list every A level or GCSE grade (e.g. 10 GCSE’s grades A\*-C is sufficient), but please highlight your highest qualifications or any that are relevant for the position you are applying for. Include any courses you are currently studying.

| Course/Qualification | Grade | Date obtained | Obtained from |
| --- | --- | --- | --- |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |

Please note that most roles at UVW do not require a degree and we are interested in candidates with various educational backgrounds.

**Section five - language skills**

Our membership and workforce speak several languages. Do you speak any languages in addition to English? If so, please state below:

| Language | Degree of fluency |
| --- | --- |
|   |   |
|  |  |

**Section six - supporting statement**

| Please tell us why you are applying for this role. Ensure you state how your skills, knowledge and experience relate to the Job Description and Person Specification, providing demonstrable examples wherever possible. |
| --- |
|    (Continue on a separate sheet of A4 paper if necessary) |

**Declaration**

By returning this form to UVW (via recruitment@uvwunion.org.uk) I confirm:

* That to the best of my knowledge, the information contained within is true and correct.
* That I understand any deliberate misrepresentations may lead to the termination of any subsequent employment without notice or benefit.
* That I understand that references may be requested from me, and am prepared to offer them if needed.
* That I consent to all information provided being held and stored by UVW for reasonable purposes, including recruitment and monitoring.