**IMPORTANT: The form must be completed in full. A Curriculum Vitae will not be accepted as a substitute. Please use Black ink or type.**

Reference No:

##### RiL NE SA17-18

**Application for the post of:**

Student Language Ambassador, Newcastle University

Service:   
Routes into Languages,

School of Modern Languages

All Initials:

**Surname**:

**PERSONAL INFORMATION**

First Names:

Surname:

Address:

Email:

Date of Birth:

Preferred Name:

Preferred title:

Home Telephone No:

Contact Telephone No:

NI Number (if known):

Student Number (if known):

I hold a full Driving Licence valid for the UK YES / NO

**EDUCATION AND TRAINING: Please give details of Education and Qualifications obtained from Secondary School and Further Education**

# Qualification – please state subject and grade

# Place of Study

# Dates

**If you are studying in Newcastle as part of an exchange please state which programme and the name and location of your home institution**

**Current year/stage of study**

**Languages spoken or studying**

**ADDITIONAL INFORMATION**

**Please use this section to describe your particular skills, knowledge and experience RELEVANT TO THIS POST as detailed in the Person Specification (including age group experience, academic, voluntary or community involvement and/or extra-curricular activities). This section must be completed (500 words max)**

**PERSONAL STATEMENT: Please state why you consider yourself suitable for this post and why you are applying (500 words max)**

##### Have you ever been dismissed from any employment? If yes, give details

**NOTE Please ensure that you complete all sections of this form. A curriculum vitae should NOT be submitted in substitution for all or any part of the form.**

**EQUAL OPPORTUNITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your Ethnic Group?** Choose ONE section from A to E, then tick the appropriate box to indicate your background. If you tick an ‘Other’ box, please write the details in the space provided. | | | |
| A White 🞎 British  🞎 English  🞎 Scottish  🞎 Welsh  🞎 Other  🞎 Irish  🞎 Any other White background | C Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh  🞎 Indian  🞎 Pakistani  🞎 Bangladeshi  🞎 Any other Asian background | | E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or Other ethnic group  🞎 Chinese  🞎 Any other Ethnic background |
| B Mixed 🞎 White and Black Caribbean  🞎 White and Black African  🞎 White and Asian  🞎 Any other Mixed background | D Black, Black British, Black English, Black Scottish, or Black Welsh  🞎 Caribbean  🞎 African  🞎 Any other Black background | | **If you have ticked an ‘Other’ box, please write in the details below:** |
| Do you have a disability? **Y 🞎 N 🞎** | | Gender: | |
| Nationality: | | Marital Status **Single** (includes divorced, widowed) **🞎 Married 🞎** | |
| Do you require a UK work permit?  **Y 🞎 N 🞎** | | Where did you hear about this vacancy? | |

**HEALTH**

|  |
| --- |
| Please note that a health problem does not preclude you from full consideration for the job. Any information provided will be treated in strict confidence. |
| Have you had any serious ill health or injuries? **Y 🞎 N 🞎** |
| If yes, please give details |
| Are you aware of having a condition that might give rise to a health problem now or in the future? **Y 🞎 N 🞎** |
| If yes, please give details |
| Have you been absent from work or education as a result of sickness over the past 12 months? **Y 🞎 N 🞎** |
| If yes please give details, including the number of working days absent |

**REFERENCE/CONTACT WITH PRESENT AND RECENT EMPLOYERS**

|  |  |
| --- | --- |
| Please give the names and addresses of two referees who have recent and relevant knowledge of your work and/or education. If you are or have recently been employed either on a paid or voluntary basis, please name your current/ last employer as a referee. The other should be a member of University staff related to your degree programme. If you have just completed full-time education, one referee should be from your school/college. | |
| Name | Name |
| Position | Position |
| Address  Postcode | Address  Postcode |
| Telephone No | Telephone No |
| E-mail | E-mail |
| Capacity in which known to you | Capacity in which known to you |
| May we contact prior to interview? **Y 🞎 N 🞎** | May we contact prior to interview? **Y 🞎 N 🞎** |

**DATA PROTECTION**

|  |
| --- |
| For the purposes of this transaction and for monitoring of recruitment and follow-up, the University will need to retain on paper and online the personal information you supply. The information will be accessible to University staff only and used for purposed relating to supplying you with further information on the University. If you do not wish to receive this information, please tick this box  Data Protection Act (1996) |

**DECLARATION**

|  |  |
| --- | --- |
| Please sign this declaration after you have completed ALL parts of your application | |
| I certify that to the best of my knowledge all the information I have given on this form and in my accompanying curriculum vitae is correct. I understand that any inaccurate statement or omissions may disqualify me from consideration or, in the event of my appointment, may make me liable to dismissal. I also give my consent to the University processing the information provided in my application for the purpose of assessing my suitability and fitness to work at the University and for equal opportunities monitoring. | |
| Signed | Date |
|  | |
| For reason of economy we regret that we are unable to acknowledge receipt of your application unless a Stamped Addressed Envelope is enclosed. | |

OFFICE USE ONLY Applicant Number: Date and time received:

Please return the completed form via email attachment to: routesne@newcastle.ac.uk

OR, should it not be possible to submit electronically, in hard copy form to:

Language Resource Centre reception, 2.50 Old Library Building,

Newcastle University, Newcastle upon Tyne, NE1 7RU