

UNISON Western Sussex Hospitals branch and
UNISON Central Sussex Hospitals branch

Please note, applications will only be accepted by e-mail to Mark Sargent, UNISON Branch Secretary, Central Sussex Hospitals at office@unison-csh.org.uk .
This is a full time post. It is a fixed term contract for 12 months.

APPLICATION FOR POST OF UNISON
BRANCH ORGANISER & CASEWORKER

SURNAME

FIRST
NAME

ADDRESS

HOME TELEPHONE NO

WORK TELEPHONE NO

EMAIL ADDRESS

Are you eligible to work in this country? YES/NO
Have you ever been employed by UNISON? YES/NO
Do you hold a current driving licence? YES/NO

TRADE UNION AND GENERAL EXPERIENCE

Please list any voluntary organisation experience or trade union roles you have held, with details of the branch, and relevant dates. Please give examples of your activity and/or how you mobilised others to become involved. Also include examples of organising work that you may have undertaken with an employer including development initiatives.

TRADE UNION AND GENERAL EXPERIENCE

Please explain what attracts you to applying for this post with UNISON branches.

RELEVANT EXPERIENCE AND SKILLS

Please describe an occasion when you or your team handled the challenges of achieving change.

Please describe an occasion of when you experienced a setback in employment, a voluntary organisation or trade union activity and explain how you responded to it.

EDUCATION AND TRAINING (Including Vocational and Non-Vocational Courses)

DATES	SCHOOL/COLLEGE/UNIVERSITY	AWARDS

PRESENT EMPLOYMENT

Date Started:

Name/Address of Employer:

Nature of Employment:

If appointed, what notice period is required by your current employer?

CAREER HISTORY

DATES (Month/Year)	NAME/ADDRESS OF EMPLOYER	NATURE OF EMPLOYMENT

CAREER HISTORY (continued)

DATES (Month/Year)	NAME/ADDRESS OF EMPLOYER	NATURE OF EMPLOYMENT

RELEVANT EXPERIENCE AND SKILLS

You need to read the selection criteria for this post carefully. You will need to set out clearly how your skills, abilities and experience make you suitable for this job. These may have been gained through previous jobs, voluntary or community work, spare time activities and training. You should give examples of how and where you have demonstrated these. It is not sufficient to say I can, I am able or I believe

etc. You must set out your response using the headings in the person specification. What you write in this section will be used to decide whether or not to shortlist for the job.

This section must be no more than three side A4 sides (No less than 10 points,Arial font)

RELELVANT EXPERIENCE AND SKILLS

Equality Act 2010

Please note this role will entail working at a number of different sites and branch offices. Please specify any access issues during the recruitment interviewing process that you would like us to make in relation to a disability you may have:

Please also give below details of any adjustments which would need to be made to allow you to carry out the duties of the post if appointed:

REHABILITATION OF OFFENDERS ACT 1974

Do you have any convictions or cautions that you consider are NOT SPENT or actions pending?
YES / NO (delete as appropriate)

If YES, please give details (continue on separate sheet if necessary).

DATA PROTECTION ACT 1998

The information on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give will only be used for the purpose of HR management. We may contact other relevant organisations to check factual information you have given on the application form. The information will be stored manually and electronically and disposed of after 6 months if your application is unsuccessful.

ASYLUM AND IMMIGRATION ACT 1996

Under Section 8 of the Asylum and Immigration Act 1996 , employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are made a provisional offer, you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g passport, full birth certificate and official document confirming your name and national insurance number or a passport/travel document from the Home Office.

REFERENCES

One of whom should be your present, or if not currently at work, your last employer or educational institution.

Name: 1.

2.

Address:

Email:

Telephone:

Position:

May we contact your employer before interview if you are short listed?:

YES/NO

I confirm that the particulars of this application are accurate and correct, to the best of my knowledge, and I accept that misleading or untruthful statements or omissions may be sufficient grounds for disciplinary action or termination of employment.

SIGNED:

DATE: