**Application for the Short Term Appointments Register (STAR)**

**(Casual Clerical Workers)**

Applicants should populate the form with their details and return by email to casualclerical@qub.ac.uk

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| **PERSONAL DETAILS:** |
| **TITLE:** Select title. | **FORENAME:** Enter forename *(name by which you are known first)* | **Surname:** Enter Surname |
| **Address:** Enter Address. | **Contact Details:***Please provide a number at which you can be contacted in relation to your application* |
| **Postcode:** Enter Postcode. | **Mobile:**  | Enter mobile number. |
| **Date of Birth:** Enter Date of Birth. | **Home:**  | Enter home telephone number. |
| **Email:**  | Enter email address. |
| **Nationality:** Enter nationality.**Note:** Before being placed on the register you will be required to present documents which prove your eligibility to live and work in the UK. |
| Is there anything concerning your medical history or health that is relevant to your application? [ ]  Yes [ ]  No |
| If yes please detail:Relevant medical history. |

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| **QUALIFICATIONS** |
| Where you are relying on equivalent qualifications please ensure that you detail how these meet the stated criteria in the field below |
| **Subject** | **Level/Stage***e.g. GCSE, A Level, OCR/RSA* | **Result Obtained** e.g. A, B, C |  | **Subject** | **Level/Stage***e.g. GCSE, A Level, OCR/RSA* | **Result Obtained** e.g. A, B, C |
| Enter subject | Enter Level. | Enter Result. | Enter subject | Enter Level. | Enter Result. |
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| **Equivalent Qualification Information** *Only complete this section if you have indicated GCSE equivalent qualifications above to illustrate how they meet the criteria* |
| Enter how equivalent qualifications meet the criteria. |

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| **EMPLOYMENT HISTORY** |
| *Start with current/most recent post and you may add additional page if required* |
| **Name of Employer** | Enter Employer Name. | **Position Held:** | Enter Position title. |
| **Dates of Employment** | **From:** Start date. | **To:** Start date. |
| **Summary of key duties:**  | Key Duties. |
| **Reason for leaving:** | Reason for leaving. |
|  |  |
| **Name of Employer** | Enter Employer Name. | **Position Held:** | Enter Position title. |
| **Dates of Employment** | **From:** Start date. | **To:** Start date. |
| **Summary of key duties:**  | Key Duties. |
| **Reason for leaving:** | Reason for leaving. |
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| **Reason for leaving:** | Reason for leaving. |

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| **SUPPORTING STATEMENT** |
| **Please outline in the section below how you meet the eligibility criteria** |
| 1. | A minimum of 5 GCSEs or equivalent Grades A-C, including English Language and Maths with **either** a recognised IT/Word Processing qualification e.g. CLAIT, ECDL, OCR/RSA **or** 6 months’ experience inputting data/word processing **(max 200 words).**How I meet this Criteria. |
| 2. | **Either** a minimum of 1 year’s experience of working in an office environment within the last 5 years with duties similar to those outlined in the Job Summary **or** have a minimum of 6 months’ experience of working in an office environment within the last 5 years with duties similar to those outlined in the Job Summary and a recognised IT/ word processing qualification, e.g. CLAIT, ECDL, OCR/RSA **(max 200 words).**How I meet this Criteria. |
| 3. | Please provide any other details / experience that is relevant to the post **(max 200 words).**How I meet this Criteria. |

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| **AVAILABILTY** |
| **Weekly availability:**Check the box/boxes below to indicate when you are available to work |  | **Time of year:** Check the box/boxes below to indicate when you are available to work |
| [ ]  Full time (37 hours per week)[ ]  Part time Hours per week.[ ]  Part time as indicated below | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |  | [ ]  **No restrictions** |
|  |  |  |  |  |  |  | [ ]  **All Year** |
|  |  |  |  |  |  |  | [ ]  **Term Time Only**  |
|  |  |  |  |  |  |  | [ ]  **Summer Only** |
|  |  |  |  |  |  |  |  |
| **Morning 9.00am – 1.00pm Approx.** |[ ] [ ] [ ] [ ] [ ]   | [ ]  **Other:** Please advise any other restrictions e.g. can only work until 3.00pm |
| **Afternoon 1.00pm – 5.00pm Approx.** |[ ] [ ] [ ] [ ] [ ]   | Other restrictions. |
| Please provide details of any special arrangements/reasonable adjustments in relation to access which you may require at interview |
| Special requirements. |

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| **REFEREE** |
| Please name one referee. This should be someone who you have worked with who has managed or supervised you. |
| **Name:** Enter full name of reference. | **Occupation:** Click here to enter text. |
| **Address:** Enter Address. | **Contact Details:***Please provide an email address at which your referee can be contacted*  |
| **Postcode:** Enter Postcode. | **Email:**  | Enter email address. |
|  | **Tel:**  | Enter mobile number. |

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| **Declaration** |
| The information you give us may be stored on a computer and used for the purposes of managing the Short Term Appointments Register. The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate misrepresentation of factual information may prejudice my application or lead to casual work being withdrawn.  |
| **Name:** Signature | **Date:** enter a date. |