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| Personal details |
| Position |  |
| First name |  |
| Surname |  |
| Address |  |
| Mobile number |  |
| Email |  |

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| What makes you confident that you could perform well in this position?250 word maximum |
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| What motivates you about the position you are applying for?250 word maximum |
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| Tell us how your administrative or stakeholder-focused experience will add value to this role?  250 word maximum |
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| **Are you related or connected to a current Council Member of the ACU?**  |
| Yes No  |
| Charity Commission ‘Connected persons’ guidelines:As a UK-registered Charity, we are bound by strict regulations relating to employment of individuals deemed as ‘connected persons’ by the Charity Commission. We would require permission from the Charity Commission to do so, and this could be a lengthy process. For this reason, we may not proceed with applications from such individuals. Please see [related guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/303023/cc11text.pdf).If in doubt, please contact the recruitment team recruitment@acu.ac.uk before submitting your application. |

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| How to apply |
| Please complete and return this form with the following supporting documents to recruitment@acu.ac.uk by 12pm on the closing date:* CV
* Cover letter (max 2 pages)
* Equality and diversity form

Applications received after 12pm on the date of the deadline will not be accepted. |

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| Right to work in the UK |
| The Asylum and Immigration Act 1996 requires the ACU to obtain evidence of immigration status and eligibility to work in the UK from new employees. If you are invited for an interview with the ACU, you will be asked to show appropriate evidence of your eligibility to work in the UK when you attend. |

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| Assistance through the recruitment process |
| The ACU provides reasonable accommodations for individuals with disabilities. If you require any accommodations at any stage of the selection process, please contact the HR team at recruitment@acu.ac.uk. |

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| General data protection regulation statement  |
| The ACU is a Data Controller and a Data Processor, as defined under the General Data Protection Regulation (GDPR). Your data will be processed and protected in accordance with the relevant data protection legislation. Your data will be processed by the ACU and possibly by other third parties and will not be used for commercial purposes.  For more information about this, your rights, and our approach to Data Protection and Privacy, please see the [job applicant’s privacy notice](https://www.acu.ac.uk/privacy-notice-job-applicants). |

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| Declaration |
| By submitting this form, you declare that the information provided in your application documents is to the best of your knowledge complete and correct. Any false, incomplete or misleading statements may lead to the withdrawal of your application or dismissal.  |

Signature:

Date: