# APPLICATION FOR EMPLOYMENT - STUDENT MENTOR

**For office use only** Date received:

Submitted via:

Before you apply! Have you read the Job Description and Person Specification for the role? This is available at [www.guildofstudents.com/studentmentors](http://www.guildofstudents.com/studentmentors) and it’s essential to read this before applying. You can also find information here on the application and interview process.

Please return your completed form:

By email to staffing*@guild.bham.ac.uk* or by post to HR, University of Birmingham Guild of Students, Edgbaston Park Road, Birmingham B15 2TU. Alternatively, you can bring your application form in person to the main reception at the Guild of Students in a sealed envelope addressed to ‘HR’. The Guild Reception is open (term-time) Monday to Friday 8am to 10pm, Saturday and Sunday 9.30am to 8pm.

All applications forms are preferred to be completed electronically or typed. If you choose to handwrite the application form, please ensure handwriting is legible to be considered.

If you have any questions about recruitment please contact the Student Mentor Scheme by email to *mentorjobs@guild.bham.ac.uk* or by telephone to 0121 415 8967.

Please note: The deadline for applications is 10am - Monday 25th February 2019

Please complete this form in BLACK INK or type.

|  |  |
| --- | --- |
| **How did you hear about this vacancy?** |  |

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| --- | --- | --- | --- |
| **Family Name / Surname:** |  | **Forename:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course:** |  | **Duration of Course**  *E.g. 3 years* |  |
| **Current Year of Study**  *E.g. 2nd year* |  | **Graduation Date**  *E.g. July 2020* |  |
| **Student Status:**  E.g. Undergraduate / Postgraduate |  | **University ID Number:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Term Time Address:** | | **Home / Permanent Address:** | |
|  | |  | |
| **Postcode:** |  | **Postcode:** |  |

|  |  |
| --- | --- |
| **Contact Information:** | |
| **Preferred Email Address:** |  |
| **Preferred Contact Number:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please complete the following if you are currently a member of Guild Student Staff** | | | |
| **Which Guild department do you work in?** |  | | |
| **Average no. hours worked per week:** |  | **Date commenced:** |  |

WORK/VOLUNTARY EXPERIENCE

Please give details of your past and present work experience. This can be paid work, voluntary work or work at home. Start with the most recent. Please include name of employer, job title and duties.

*Please continue onto a separate sheet and attach if necessary - do not attach a CV.*

|  |  |  |
| --- | --- | --- |
| Work/voluntary details – name of employer/organisation, job title, brief duties | FROM | TO |
|  |  |  |

QUESTIONS - please refer to the job description and person specification when completing the following questions

Provide an example of a challenging situation (in your work, academic or personal life) you have faced and how you overcame it?

Provide an example of a situation where you used your own initiative to solve a problem?

What is the biggest quality you would bring to the role of student mentor?

Give an example of a situation where you have worked as part of a team?

With reference to the job description and person specification, please outline any other skills and experience that you have not outlined above that you feel may be appropriate to the role?

**REFERENCE**

Please give the name, address and email address of one person to whom a reference can be made. Please use your current employer if you are currently employed.

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Postal Address: |  |
| Postcode: |  |
| Email Address: |  |
| Contact Number: |  |

Please select this box if you do not want your referee to be approached without prior permission

INTERVIEW

All application forms will be carefully considered. Shortlisted candidates will be contacted by email and invited to interview. Group interviews will take place on Monday 11th, Tuesday 12th and Wednesday 13th March 2019 with individual interview taking place w/c 18th March. All interviews will take place in the Guild of Students.

Please indicate your availability for group interviews below – please select all that apply;

Monday 11th March 2019

Tuesday 12th March 2019

Wednesday 13th March 2019

DECLARATION

I confirm that to the best of my knowledge the information I have provided in this application is correct and understand that any misrepresentation or omission may render me liable to dismissal if engaged. I understand that the information will be stored in computer files and is subject to relevant data protection legislation. I am a student of The University of Birmingham.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

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| **Equal Opportunities Monitoring (New Student Staff)** | |
| *The Guild is committed to equal opportunities in its policy, practices and procedures. This sheet will be separated from your application form and filed separately. It will not be used for short listing purposes.*  *To help us implement and monitor this policy please can you provide us with the following information:* | |
| **Gender** | *What is your gender?* |
| **Disability** | *Do you consider yourself to be a disabled person?* Yes / No  Please detail any reasonable work adjustments you may require – |
| **Religion** | *What is your religion? (Please select from the list)*  Baha’i Jewish  Buddhist Muslim  C of E Parsi  Catholic Rastafarian  Christian Sikh  Hindu  Other (please state) ………………………………… |
|  | *What is your sexual orientation? (Please select from the list*)  Heterosexual Lesbian  Gay Bisexual  Other (please state) ………………………………… |
| **Ethnic Monitoring** | *Please circle the appropriate letter, A to E, then tick one box within that section to indicate your cultural background*   1. **White**   🞎 British  🞎 English  🞎 Scottish  🞎 Welsh  🞎 Irish  🞎 Any other white background (please state) ……………………………   1. **Mixed**   🞎 White and Black Caribbean  🞎 White and Black African  🞎 White and Asian  🞎 Any other mixed background (please state) …………………………   1. **Asian, Asian British, Asian English, Asian Scottish or Asian Welsh**   🞎 Indian  🞎 Pakistani  🞎 Bangladeshi  🞎 Any other Asian background (please state) ……………………………  *(continued)*   1. **Black, Black British, Black English, Black Scottish or Black Welsh**   🞎 Caribbean  🞎 African  🞎 Any other black background (please state) ……………………………   1. **Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group**   🞎 Chinese  🞎 Any other background (please state) …………………………………… |
| **Student Status** | *Please indicate:*  UK 🞏  EEA 🞏  Non EEA 🞏  Undergraduate student 🞎  Postgraduate (taught) student 🞎  Postgraduate (research) student 🞎  Other 🞎 (Please state) ……………………… |