# APPLICATION FOR EMPLOYMENT – Welcome Team 2019/20

Before you apply! Have you read the information pack containing the Job Description, Person Specification and FAQ’s for the role? This is available at [www.guildofstudents.com/studentmentors](http://www.guildofstudents.com/studentmentors) and it is essential that you read this before applying.

PLEASE NOTE: Should you be successful you will need to attend compulsory paid training for the role which will take place Thursday 19th September 2019. If you cannot attend this training, then unfortunately you will not be shortlisted for an interview. The interviews will take place week commencing Monday 7th May 2019.

Please return your completed application form:

By email: staffing@guild.bham.ac.uk

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 have any questions about recruitment please contact the Student Mentor Scheme by email: [mentorjobs@guild.bham.ac.uk](mailto:mentorjobs@guild.bham.ac.uk) or telephone: 0121 415 8967.

Deadline for applications is Monday 29th April 2019 at 10am

Please complete this form in BLACK INK or type

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 past and present work, from over the last 2 years. 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/opportunity title, brief duties | FROM | TO |
|  |  |  |

Please provide details as to how you meet the requirements of a Welcome Team member below.

Please refer to the Person Specification as your application will be marked against this - do not attach a CV.

**TRAINING**

If successful, you will need to attend compulsory training for the role which will take place **Thursday** **19th September 2019**. If you cannot attend this training, unfortunately you will not be short listed for an interview.

You will also be invited to attend a welcome event in May, providing you with an opportunity to meet the team and learn more about the role.

To confirm that you are available for training, please tick here

**RESIDENCE CHOICE**

If you feel you have had experience working at a certain site, maybe because you have lived there previously or you know that area well please let us know by ticking next to the site below:

|  |  |
| --- | --- |
| LIST OF RESIDENCES FOR INFORMATION: | |
| Aitken | Liberty Court |
| Elgar Court | Liberty Park |
| Chamberlain | Host |
| Maple Bank Vale | Jarratt Hall |
| Shackleton | Liberty Gardens |
| Mason | Bournbrook |
| Tennis Courts | Other: (please specify) |
| Pritchatts Park |

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: |  |

|  |  |
| --- | --- |
| **Equal Opportunities Monitoring** | |
| *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 shortlisting 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 |
| **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) ……………………… |
| **Sexual Orientation** | *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) ……………………………   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:*  Undergraduate student 🞎  Postgraduate (taught) student 🞎  Postgraduate (research) student 🞎  Other 🞎 (Please state) …………………………………………….. |

