

| **Student Trustee Application Form - UPSU22140** |
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**Introduction**

We have designed this application form to collect all the information we require to select candidates for interview. Please do not send CVs, as they will not be considered. Your data will be processed in line with our data protection policy which can be found on www.upsu.net.

**University Of Portsmouth Information**

To qualify for a student staff opportunity you must be a current student of the University of Portsmouth. Please confirm the following information:

| Please confirm that you are a current student of the University of Portsmouth: Yes / No  Student Number:  Please give details of the Course are you currently studying:  Dates of Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(expected graduation)* |
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**Right to Work in the UK**

Please confirm you are eligible to work in the UK:

| Right to work in the UK: YES/NO  Visa Restrictions (if applicable): |
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## **Employment & Volunteering History**

Please list below, details of recent relevant experience including employment, voluntary work, community activities, etc. (You may wish to attach a separate CV to the application form)

| **Dates**  **(month & year)** | **Job Title and Employer** | **Description of Duties** | **Reason for leaving** |
| --- | --- | --- | --- |
|  |  |  |  |

**Please use the below space to explain you have the relevant skills and experience**

* You should try and answer as many questions as you can, and if possible, you should use an example for each, but don’t worry if you can’t answer every single one - you should still submit an application.
* You should think about roles/experience you’ve had: within the University such as Course Reps or roles you have taken in lectures/seminars; any employment or voluntary work; or community activities.
* To help you formulate your answers, you could use the [STAR Method](https://uk.indeed.com/career-advice/interviewing/star-technique). You should also refer to the role description for full details.

| Why do you want the role? |  |
| --- | --- |
| **Knowledge and Experience - please describe how you have the relevant skills and experience for each section** | |
| Evidence of successfully undertaking a leadership and/or governance role (this could be through work, personal life or voluntary experience) |  |
| Knowledge/experience of HE, the Students’ Union Sector and the local community |  |
| Understanding of issues affecting under-represented student groups (currently international, postgraduate, mature and part-time students) |  |
| Evidence of successfully undertaking a leadership and/or governance role (this could be through work, personal life or voluntary experience) |  |
| **Skills and Abilities - please describe how you have the relevant skills and experience for each section** | |
| Commands confidence, with the skills to develop productive relationships with a range of stakeholders |  |
| Sound judgement and ability to think collectively and strategically; ability to handle competing priorities and make informed decisions |  |
| Highly motivated, energetic and enthusiastic |  |
| Strong communication skills, with the ability to relate to and communicate effectively with people at all levels |  |
| A resourceful individual who has credibility because of what you know and how you apply it, with good independent judgement |  |
| **Work Ethic & Values - please describe how you have the relevant skills and experience for each section** | |
| Able and willing to devote the necessary time and effort to the role |  |
| A flexible and adaptable approach to delivering your role and responsibilities |  |
| A commitment to supporting organisational development in a fast paced environment |  |
| Evidence of commitment to the Students’ Union and its purpose, vision and values |  |
| An excellent role model who promotes the highest standards of probity, integrity and honesty |  |

The Union is a MINDFUL EMPLOYER® ****

Developed, led and supported by employers, MINDFUL EMPLOYER® provides businesses and organisations with easier access to information and support for staff who experience stress, anxiety, depression or other mental health conditions.

If you would like to speak to someone about Mindful Employer and any additional help and support you may require, please contact Central Administration on centraladmin@upsu.net

To ensure applications are judged on merit and to ensure the Union employs Equal Opportunities best practice, the following sheet will be separated from your application.

**Trustee Declaration:**

| **Completing the declaration**  Read the automatic disqualification [guidance](https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions) to decide if you are disqualified  Complete and sign this declaration to confirm that you are not disqualified.  If one of the disqualification reasons does apply, you may be able to [apply for a waiver from the Charity Commission](https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions#apply-waiver) which will allow you to act as a trustee. Please see link below for disqualification reasons:  [**LINK TO DISQUALIFICATION REASONS**](https://docs.google.com/document/d/1Hz0nPEXf36Yja0KdQ92Syd6II8kWwpwYRwmnr8j4QSQ/edit?usp=sharing)  **Declaration**  I declare that:   * I am over 18 * I understand that, as a Trustee of the University Portsmouth Students’ Union, I will be excluded from employment by the Union; therefore, if I am currently a staff member of the Union, I will have to resign my position upon taking office as a Trustee * I am not disqualified from acting as a trustee; and * I will inform the trustees promptly if, after the date of this declaration, one or more of the disqualification reasons applies to me.   Full Name:  Signature: Date:  Charity Name and Number: University of Portsmouth Students’ Union, 1136115 |
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**Applicant Personal Information**

To ensure applications are judged on merit and to ensure the Union employs Equal Opportunities best practice, this sheet will be separated from your application.

**Your Details**

| Title | First Names | Surname |
| --- | --- | --- |
| Address: | | |
| Postcode: | | |
| Email address | | |
| Daytime telephone number | | |
| Evening telephone number | | |
| Notice period required for current job | | |
| Where did you see this post advertised? | | |
| To enable us to conduct a fair and impartial recruitment & selection process, please state if you are related to, or have a close personal relationship with a current member of staff or member of the Board of Trustees at UPSU.  Providing this information will not affect your application in any way:  (please state NONE if not applicable) | | |
| Declaration  I declare that the details contained in this application are correct to the best of my knowledge and in particular that I have not omitted any material facts that have a bearing on my application.  Signed Dated: D D/M M/Y Y | | |

**Right to Work in the UK**

Please confirm you are eligible to work in the UK:

| Right to work in the UK: YES/NO  Visa Restrictions (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**Declaration**

Please confirm the following information:

| Have you ever been convicted of a criminal offence? YES/NO  If yes, please give details (except for convictions regarded as spent under the Rehabilitation of Offenders Act 1974): |
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**Equal Opportunities Monitoring Form**

To ensure applications are judged on merit and to ensure the Union employs Equal Opportunities best practice, this sheet will not be linked to any information that can identify you and will be separated from your application and personal details form.

**Ethnic Origin:**

How would you classify your ethnic origin?

Black British Black African Black Caribbean Asian British

Asian Other White Other (please state) ………………………

**Disability:**

*The Disability Discrimination Act 1995 defines disability as “A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities. The disability could be physical, sensory or mental and must be expected to last at least 12 months”*

Do you have a disability as defined by the Disability Discrimination Act? YES/NO

Do you require any assistance to enable you to attend interview e.g. signing? YES/NO

If yes, what type of assistance?

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*Disabled applicants are invited to contact us in confidence at any point during the recruitment process to discuss steps that could be taken to overcome operational difficulties presented by the job, or if any adjustments or support are required.*