

**Office use only**

Application received DD/MM/YY

Application no: UPSU22160

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| **PGM/BAME Student Ambassador** |

**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 the PGM/BAME Student Ambassador position you must be a current student at the University of Portsmouth. Please confirm the following information:

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| Please confirm that you are a current student of the University of Portsmouth: Yes / No  Student Number:  Course:  Faculty:  Level:  Dates of Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(expected graduation)* |

## Employment & Volunteering History

Please list below, details of recent relevant experience. This doesn’t just need to include employment, but any roles you’ve taken on such as voluntary work, community activities, roles within the University e.g. Course Reps etc. Please note, if you don’t have anything to add in this section, your application will still be considered.

|  |  |  |  |
| --- | --- | --- | --- |
| **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.

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| --- | --- |
| Why do you want the role? |  |
| **Knowledge and experience - please describe how you have the relevant skills and experience for each section** | |
| Self-identify as a People of Global Majority (PGM) / Black, Asian or Minority Ethnic (BAME) student |  |
| Is a current student at the University of Portsmouth (Essential) |  |
| Experience of working with a variety of people from different cultures, backgrounds and ages (Essential) |  |
| Understanding of the differences and specificities related to PGM/BAME Portsmouth student sub-identity groups (Essential) |  |
| General understanding of spreadsheets and word processing (Essential) |  |
| Knowledge of data collection, processing and presenting (Desirable) |  |
| **Abilities - please describe how you have the relevant skills and experience for each section** | |
| **Teamwork:** Ability to work collectively in a group by coordinating tasks effectively and efficiently (Essential) |  |
| **Communications:** Ability to communicate effectively with key people relevant to the role (Essential) |  |
| **Great Service:** Ability to deliver an excellent service to both internal and external stakeholders (Essential) |  |
| **Awareness:** Maintaining up to date knowledge on current and key affairs, both social and political (Essential) |  |
| **Initiative:** Ability to be a proactive self-starter, effectively getting on with work (Essential) |  |
| **Personal Attributes - please describe how you have the relevant skills and experience for each section** | |
| **Reliable:** Being consistently on time, carefully following agreed procedures and practices (Essential) |  |

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

**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:

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

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**Declaration**

Please confirm the following information:

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| 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): |

**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.*