

| **Casual Staff Application Form**  Position Applied For: Student Development Assistant |
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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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## **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.

| **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? |  |
| --- | --- |
| **Role Specific Duties** | |
| **Employment Research**   * Identify Key Skills for Graduates - Researching key skills needed for graduates locally/nationally/internationally |  |
| **Employment Research**   * Identify Support Needed for Students - Researching local opportunities for students to build these skills, as well as working with the Student Development Senior Coordinator to create opportunities for students |  |
| **Employment Research**   * Identify a Library of Learning - Creating a resource for students to access for employment and skill building opportunities |  |
| **Skills Interviews**   * Build a Skills and Recognition Tool - Work with the Student Development Senior Coordinator to determine how we recognise skills and achievements in student opportunities |  |
| **Skills Interviews**   * Conduct Student Skill Interviews - Carry out a SWAIN (strengths/weaknesses/aspirations/ interests/needs) based interviews for students, to help build an action plan for personal development |  |
| **Other Duties**   * UPSU Promotion and Outreach Work - To promote campaigns, projects and events that UPSU are working on and ensure students are aware of all the opportunities UPSU can provide them with. |  |
| **Other Duties**   * Support Union Wide Events - To be on the ground support at key UPSU events. |  |
| **Other Duties**   * UPSU Groups Development - Support UPSU Groups with Development needs, alongside the Development Officer and Events & Groups Assistant. |  |
| **Skills Required:** | |
| A competent user of IT, particularly Microsoft Office suite and Google Drive |  |
| Evidence of commitment to strong customer service standards |  |
| Highly motivated, energetic and enthusiastic |  |
| Excellent verbal and written communication skills, with the ability to relate to people at all levels |  |
| Confident in speaking to and surveying students |  |
| Outstanding organisation skills, including excellent attention to detail |  |
| A flexible and adaptable approach to work |  |
| A commitment to working in a fast paced environment |  |

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:

| 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.*