



## Aberystwyth University Students' Union Application form

Application for the post of **Student Engagement Coordinator**

### CONTACT DETAILS

Name:	Email:
Address:	Work Eligibility: Are you eligible to work in the UK?  Yes <input type="checkbox"/> No <input type="checkbox"/>  For further information on UK work eligibility please visit - <a href="https://www.gov.uk/legal-right-work-uk">https://www.gov.uk/legal-right-work-uk</a>
Telephone Number:	Valid Driving Licence:  Yes <input type="checkbox"/> No <input type="checkbox"/>

### DATA PROTECTION

Please see the University of Aberystwyth Students' Union Job vacancy page for details of our policies and procedures in relation to GDPR

### PRESENT OR MOST RECENT APPOINTMENT

Post:
Employer:
Date of Appointment:
Period of Notice to terminate Present Employment:

### REFERENCES:

May the Union approach the below referees without contacting you first?      Yes <input type="checkbox"/> No <input type="checkbox"/>		
NAMES AND ADDRESSES OF TWO REFEREES. Where possible please include your present or most recent employer		
Name:  Position:  Address:    Tel No:  E-mail:	1	2

**QUALIFICATIONS, KNOWLEDGE, EXPERIENCE, SKILLS & ATTRIBUTES**

This section of the application will help you demonstrate how you meet the criteria detailed in the person specification:

What excites you about this role?

Good communication and people skills are key to forging good relationships with all key stakeholders, Can you give examples of when you have achieved this?

The ability to prioritise and manage your workload is essential. Please tell us about any experience you have where you've had to manage and prioritise your work.

Please tell us about your experience of keeping calm under pressure, overcoming problems in a constructive manner.

Being able to work as part of a team and on your own initiative is an important part of all SU roles. Please can you tell us about your teamwork and self-motivating experience.

Please tell us about your experience using a range of Microsoft packages and how it may have helped you organise your work and time management.

**MICROSOFT PACKAGES**

What is your level of competency in the following:

Outlook: Very good  Good  Basic  None

Word: Very good  Good  Basic  None

Excel: Very good  Good  Basic  None

**QUALIFICATIONS**

Have you got any of the following qualifications?

Welsh degree  GCSE (or equivalent)  A-level (or equivalent)

Other: \_\_\_\_\_

**WELSH LANGUAGE**

What is your level of Welsh Language ability? None

Beginning to learn the language  Have been learning the language for some time

Advanced learner but lacking confidence  Advanced learner and happy to converse in Welsh

Confident enough to speak Welsh in the workplace

Fluent

**PREFERRED WORKING ARRANGEMENT (PLEASE TICK)**

Full time  Part time  Job share

If you have ticked part time or job share, please give details below of your preferred working hours:

**ADVERTISING**

How did you learn about the vacancy?:

**REHABILITATION OF OFFENDERS ACT**

Have you been convicted by a court of any criminal offence for which you are still subject to a period of rehabilitation under the terms of the Rehabilitation of Offenders Act 1974?

YES  NO

If you are still subject to a period of rehabilitation, please provide details of the conviction(s) on a separate sheet.

Please note that the post holder for this role will be required to have a clean DBS check (paid for by the SU)

**DATA PROTECTION STATEMENT**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. AberSU will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of *[insert lawful basis]* to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

If you want to know more about how we use the information you have provided, please see our privacy notice for job applicants which is located on the Students' Union website here:

<https://www.abersu.co.uk/aboutaber/jobs/>

**DECLARATION**

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to AberSU being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

*Signature of Applicant*..... *Date* .....

***Completed Application Forms should be returned via email to [ceostaff@aber.ac.uk](mailto:ceostaff@aber.ac.uk) by the listed closing date.***