

APPLICATION FOR EMPLOYMENT - STUDENT MENTOR & TEAM LEADER

Before you apply! Have you read the information pack about the Student Mentor Scheme and the job description for the roles? This is available from the Job Zone or online at www.guildofstudents.com/studentmentors and it is essential that you read this.

Please complete this form in BLACK INK or type

Please e-mail jobzone@guild.bham.ac.uk if you would prefer to be sent this form as a Word document

Please return your completed form to:

Job Zone, University of Birmingham Guild of Students, Edgbaston Park Road, Birmingham B15 2TU

Email: jobzone@guild.bham.ac.uk Tel: 0121 251 2500 Fax: 0121 251 2505

Please return by the application deadline of **Friday 12th February and Non Residential 26th February 2010**

If you bring your form in to the Job Zone desk in person, please come in during the Job Zone opening hours:

Term-time: Monday - Thursday 10 am – 5 pm & Friday 10 am – 4 pm

Vacation: Monday – Friday 12 – 3 pm

Please refer to the information pack for details of the next stage of the application procedure.

Family Name:	Forename(s):
Course:	Duration of Course e.g. 3 Years
Year of Study e.g. 1 st Year	Graduation Date e.g. July 2011
Are you currently a member of Guild student staff? YES/NO Insert Date commenced	
If yes - Which Department?	Average number of hours worked per week?
Address: (Current)	Address (Summer Vacation 2010 if known)
Post Code:.....	Post Code:.....
Telephone Number:.....	Mobile Number:
Preferred email address:.....	
University ID Number:	
Job Role Applying for: Mentor / Team Leader / Non residential (please delete as applicable)	

WORK/VOLUNTARY EXPERIENCE

Please give details of past and present work. 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

Accommodation:

Mentors are required to live in accommodation which they work in. Mentors are paid rather than receiving any money off accommodation so please see www.housing.bham.ac.uk for the latest accommodation rates.

The Student Mentor Scheme will be operating in Aitken, Elgar Court, Jarratt, Maple Bank, Mason, Pritchatts Park, Shackleton and Tennis in 2010/11. In the year 2009/10 we also operated in Victoria, Hunter and Beeches, recruitment for these sites will depend on University nominations agreement. If you wish to live at any of these sites please complete the application form and we can put you on a waiting list until we have confirmation of nominations. **Please ignore this section if you are applying for a non residential Mentor position. Please be aware that we are full at Victoria and Jarratt Hall and will not be recruiting anymore residential Mentors for these sites.**

Please indicate your preferred choice of residences by numbering them 1-3 in the appropriate box:

Residence preferences	
Aitken Wing	
Elgar Court	
Hunter Court	
Maple Bank	
Mason	
Pritchatts Park	
Shackleton Hall	
Tennis Courts	
The Beeches	

Please note: We will do our best to meet your preferences; however, we cannot guarantee that in all cases this will be possible.

Interview

If your application is successful you will be allocated a time for interview. These will take place in January/February 2010.

Please indicate below which sessions you would be able to attend (circle or delete as appropriate):

		Tick box
Tuesdays	10am-1pm	
Wednesdays	2pm-5pm	
Thursdays	10am-1pm	

Please provide details as to how you meet the requirements of a Mentor.

(Please refer to the person specification)

Please continue on a separate sheet and attach if necessary - do not attach a CV

References:

Please give the name and address of one person to whom a reference can be made. If you are at present employed or have been employed, please include details of present/last employer.

Please tick box if you **do not** want your referee to be approached without prior permission

HEALTH: Do you consider yourself to have an ongoing medical disability which may affect performances of your duties in this post? If yes please describe:

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													
<p><i>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:</i></p>													
Gender	What is your gender?												
Disability	Do you consider yourself to be a disabled person? Yes / No												
Religion	<p>What is your religion? (Please select from the list)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Baha'i</td> <td style="width: 50%;">Jewish</td> </tr> <tr> <td>Buddhist</td> <td>Muslim</td> </tr> <tr> <td>C of E</td> <td>Parsi</td> </tr> <tr> <td>Catholic</td> <td>Rastafarian</td> </tr> <tr> <td>Christian</td> <td>Sikh</td> </tr> <tr> <td>Hindu</td> <td></td> </tr> </table> <p>Other (please state)</p>	Baha'i	Jewish	Buddhist	Muslim	C of E	Parsi	Catholic	Rastafarian	Christian	Sikh	Hindu	
Baha'i	Jewish												
Buddhist	Muslim												
C of E	Parsi												
Catholic	Rastafarian												
Christian	Sikh												
Hindu													
Sexual Orientation	<p>What is your sexual orientation? (Please select from the list)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Heterosexual</td> <td style="width: 50%;">Lesbian</td> </tr> <tr> <td>Gay</td> <td>Bisexual</td> </tr> </table>	Heterosexual	Lesbian	Gay	Bisexual								
Heterosexual	Lesbian												
Gay	Bisexual												

	Other (please state)
Ethnic Monitoring	<p><i>Please circle the appropriate letter, A to E, then tick one box within that section to indicate your cultural background</i></p> <p>A. White</p> <ul style="list-style-type: none"> <input type="checkbox"/> British <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background (please state) <p>B. Mixed</p> <ul style="list-style-type: none"> <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background (please state) <p>C. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh</p> <ul style="list-style-type: none"> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background (please state) <p>D. Black, Black British, Black English, Black Scottish or Black Welsh</p> <ul style="list-style-type: none"> <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other black background (please state) <p>E. Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other background (please state)
Student Status	<p><i>Please indicate:</i></p> <ul style="list-style-type: none"> Undergraduate student <input type="checkbox"/> Postgraduate (taught) student <input type="checkbox"/> Postgraduate (research) student <input type="checkbox"/> Other <input type="checkbox"/> (Please state)