

Apply



Why work for The University of Huddersfield Students' Union?

The University of Huddersfield Students' Union is a great place to work with hundreds of job opportunities available to students every year. We serve and represent over 24,000 students at the University, making sure they have a great time whilst studying, as well as providing advice and support when they need it.

We offer you more than just a job; it's a chance to develop your skills and knowledge. Working as part of a team in a fun and varied environment you will also get to meet lots of new people, plus it will look great on your CV!

The Students' Union as an employer.

As a student-centred organisation, we aim to provide comprehensive induction and training from the start, with 'on the job' coaching as you go along.

We are aware that your studies come first and given enough warning, we will work with you to tailor your hours of work to suit us both.

The Students' Union is also committed to the implementation of its equal opportunities policy. We try to create a positive working environment where all our staff are valued and where discrimination simply isn't tolerated.

As a member of staff:

All casual staff employed by the Students' Union must be a current student aged 18 years or over. To work as part of any of the teams in the Students' Union you will be expected to be committed to your role, be friendly, member focused, presentable, reliable, honest and flexible.

You will also be expected to act in accordance with the policies, procedures, practices, rules and regulations of the Union.

Application process:

Your completed form will be passed onto the relevant line manager, who will then contact you to arrange an interview. You will be required to undergo training prior to starting work which will include health and safety. You will be contacted over summer regarding this training. Please make sure your contact details are up to date, and please inform us of any changes.

Advice on completing your application:

Your application **MUST** be completed **IN FULL** in order to be considered. Please refer to the following guidelines for completing your application and note the documents we require to prove your eligibility for employment.

Contact details. The Students' Union will need to contact you with interview invitations etc. so please give your most frequently checked email address and correct mobile number.

CAMPUS ID number. We only employ students in casual staff positions, so you need to prove you are one.

Training & skills. If you've got a first aid certificate, can drive a bus, make a mean cocktail tell us about it!

Supporting statement. This is your chance to shine and to tell us why we should employ you over the other applicants. Think about the things you've done and your personality traits that make you suitable for the role you're applying for. You might also want to let us know under this section why you're applying for the job and what you want to get out of it.

Completed Forms. Once completed return your application to the Students' Union.

Drop it off in person to Reception at the Students' Union or via email: students.union@hud.ac.uk, or by Post: 'Student Staff Application', University of Huddersfield Students' Union, Queensgate, Huddersfield, HD1 3DH.

Don't forget the closing date for all applications is 18th May 2009.

PERSONAL DETAILS

PLEASE USE BLACK PEN & BLOCK CAPITALS

Forename(s) _____ Family Name _____
Date of Birth _____ National Insurance No. _____
Nationality _____
Term-time address _____ Home address _____

Postcode _____ Postcode _____
Telephone _____ Telephone _____
Mobile _____ Mobile _____
Email _____ Email _____

Preferred method of contact (please tick) Telephone Mobile Email

POSITION APPLYING FOR

Please number in order of preference e.g. No. 1 being your first choice, No. 2 your second etc.

- | | | |
|--|---|--------------------------------|
| <input type="checkbox"/> Bar Assistant | <input type="checkbox"/> Reception | <input type="checkbox"/> Shop |
| <input type="checkbox"/> Bar Team Leader | <input type="checkbox"/> Safety Bus Driver | <input type="checkbox"/> SU:PR |
| <input type="checkbox"/> Photographer | <input type="checkbox"/> Safety Bus Chaperone | |

How did you find out about this post? _____

STUDENT STATUS

Campus ID Card no. _____

Course _____

How many complete years of formal study have you got left? _____

Have you worked for the Students' Union before? Yes No

If yes, in what capacity and for how long _____

OFFICE USE ONLY

RB BS SH ID JH CA

Date App received _____ Date appointed _____

Date offered interview _____ Position offered _____

EMPLOYMENT HISTORY Please start with your most recent employment.

Company name _____ Company name _____

Type of business _____ Type of business _____

Date started _____ Date started _____

Date finished _____ Date finished _____

Full Time Part-time

Full Time Part-time

Position held / brief description of duties

Position held / brief description of duties

Please continue on a separate sheet for any additional relevant work experience.

TRAINING & SKILLS

e.g. First aid certificates, driving qualifications, IT competencies

REFEREES

Please name 2 referees. One should be your present or most recent employer or academic tutor.
(These will only be approached once a suitable offer of employment has been made)

Name _____ Name _____

Relationship _____ Relationship _____

Address _____ Address _____

Postcode _____ Postcode _____

Email _____ Email _____

Phone _____ Phone _____

