
Section A: Personal Details

Surname:	First name:
Email:	Mobile:
Home address:	Term-time address (if applicable):
Date of Birth:	Faculty (if applicable):
K Number (if applicable):	Subject and Year of Study (if applicable):

Section B: Work Experience

- 1. Please provide details of your current or most recent employment** (Please note that we may contact your current or most recent employer to provide a reference. Previous employment includes paid or unpaid work):

Name and address of employer:

Position held – include the main areas in which you worked, and describe skills gained:

Full/Part-time

From

To

- 2. Have you worked for Kingston University before?**

Yes / No

If yes, please indicate in what capacity:

Event Assistant / Student Caller / Student Ambassador / Employability Assistant /

LRC Assistant / Class group representative / Invigilator / Graduation Assistant

Other, please state:

Section C: Your Skills and Experience

Please answer the following questions (include examples from any paid or unpaid work or personal experience). Ensure that you have read the job description and person specification and that your answers reflect the skills that are required:

1. What skills and experience do you possess that are relevant to this position?

Please give examples that demonstrate communications skills, customer service skills, and how you manage when busy or under pressure in particular.

2. Describe a situation where you have either managed a team and/or had to work effectively in a team.

Section D: About Graduations

1. What aspects of graduation ceremonies do you think graduates will be looking forward to?

2. Please consider this scenario and then describe how you would manage the situation:

- A graduation ceremony has just started.
- You are in the foyer of the graduation ceremony venue and are helping some guests who arrived late and are rummaging in their bags for their tickets.
- A graduate (they have their gown on) who has also arrived late rushes up to you as they are worried about getting into the ceremony.
- Then, another graduate approaches you and says that their name has been misspelt in the graduation ceremony programme.

Please describe what you would do and in what order:

Section E: Next Stage

1. Are you a member of the Kingston University Staff Bureau? Yes / No
2. If you are shortlisted from your application you **must** attend a half day **Assessment Centre** as part of our selection process. Please specify which date and time you are available; if you are available for all dates and times please indicate this by ticking all the boxes.

Wednesday 5 October
1.00-2.30pm

Wednesday 5 October
3.30 – 5.00pm

Thursday 6 October
9.30 – 11.00am

(Assessment Centres are unpaid, however, refreshments will be provided)

Availability

Successful candidates are required to work a minimum of two whole days or four half days of work during each graduation period.

The periods are: 31 October-4 November 2011
16-20 and 23-24 January 2012
Two dates TBC in March 2012

Training

If you are successful at the Assessment Centre then you are required to attend a paid training session, the likely date for this is **Wednesday 19 October 2011**.

DECLARATION:

I confirm that the information I have provided is truthful and correct, and that I am legally entitled to work in the UK.

Signed: _____ Date: _____

Closing date for applications is Wednesday 28 September 2011 at 5.00pm.