### **Application Form - UCB Guild of Students**In this section we’ll gather some basic information about you. None of the information you provide here will be provided to interviewers or scored.

|  |
| --- |
| **Name**  |
| Name |
| **Please enter your email address** |
| email@domain.co.u**k** |
| **Please enter your contact telephone number** |
| 07777777777 |
| **What is the job title of the role you are applying for?** |
| Admin Assistant |
| **Please let us know below if there any days or times in the coming 2- 6 weeks where you will not be contactable.** |
| N/A |
| **We are committed to supporting candidates with a disability or long-term physical or mental health condition. If you require any** [**reasonable adjustments**](https://www.leonardcheshire.org/get-support/working/disabilities-workplace) **in order to complete this application, please tell us about these below.**  |
|  |
| **Do you have any convictions or conditional cautions which are currently unspent under the Rehabilitation of Offenders Act 1974? [You do not need to disclose anything that is ‘spent’].** |
|  |

### In this section of this application form, we’ll ask you some questions. We’ll mark your responses so take some time to answer them carefully.

### If you’re unfamiliar with application forms, or want to get some extra support, we’ve put together some guidance to help you. You can see this by clicking [here](https://docs.google.com/presentation/d/1pn4l2dHqCfdyPTWy0g50so4B5eqZadKDtxqxwHvW2wQ/edit?usp=sharing).

|  |
| --- |
| 1. **Why are you applying for this role?**
 |
| Please answer using no more than 200 words |
|  |
| 1. **What do you hope to gain from your placement on Kickstart?**
 |
| Please answer using no more than 200 words |
|  |
| 1. **Tell us about a time when you proud of your attention to detail. What did you do and how did you make sure what you did was accurate?**
 |
| Your example could be from volunteering, paid or unpaid work experience, studying, your role in a friendship group, and/or caring responsibilities.Please answer using no more than 200 words |
|  |
| 1. **Tell us about a time when you had to bring some order to chaos! How did you make it work and what was the end result?**
 |
| Your example could be from volunteering, paid or unpaid work experience, studying, your role in a friendship group, and/or caring responsibilities.Please answer using no more than 200 words |
|  |
| 1. **Tell us about a time when you learnt a new skill that helped you get better at something you found difficult.**
 |
| Your example could be from volunteering, paid or unpaid work experience, studying, and/or caring responsibilities.Please answer using no more than 200 words |
|  |

When complete, please return your form to guild.recruitment@ucb.ac.uk by the application deadline.