



STUDENT STAFF APPLICATION FORM



Interested in joining our team on a casual basis? Yes, then please complete this form and return to the HR Department, 3rd Floor, Cardiff Students Union or email welovecardiff@cardiff.ac.uk

All information provided on this form will be treated in strict confidence and will only be made available to those involved in the recruitment process.

Personal Details

Surname	<input type="text"/>	Mr/Mrs/Miss/Ms	<input type="text"/>
Forename	<input type="text"/>	Date of Birth (D/M/Y)	<input type="text"/>
Term Time Address	<input type="text"/>	Home Address if different	<input type="text"/>
Term Phone No	<input type="text"/>	Home Phone No	<input type="text"/>
Mobile No	<input type="text"/>	University ID Number	<input type="text"/>
Email Address	<input type="text"/>	Name of Course	<input type="text"/>
Year of Study	<input type="text"/>	Year your course ends	<input type="text"/>
Are you eligible to work in the UK and able to provide documentation of this? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Availability

Your location of work will dictate the exact shifts you will be asked to undertake and your availability will be discussed with you.

Will you be available to work outside term time? Yes No Maybe

Have you previously worked for Cardiff Students Union? Yes No

If Yes – Please provide details of role / employment dates / line manager

About You

What skills and attributes do you feel make you suitable for a role in the Students Union? Include any relevant past experience.

How would your friends describe you?



STUDENT STAFF ROLES AVAILABLE



Each year we have a variety of Student Staff roles available. For all roles, student staff members are expected to be customer focused friendly team players. In all positions they are the 'face of the Union' and it's important that they are committed to representing our business in the appropriate way.

Generic and job specific training is available for all roles.

Shift and hours of work vary from team to team. Some departments will offer roles for the full academic year, some may only be looking for a short time commitment. We are happy for you to work in more than one department but as a Company we adhere strictly to the Working Time Regulations for all staff.

Job Title	Please indicate your role preferences numbering them 1-5 (1 = First Preference to to 5 = Last Preference)	Purpose of the Role
Bars Staff		Bar Staff assist in the smooth running of the bar services. Duties include serving drinks, cash handling, clearing and cleaning duties. All Bar Staff must be available to work either a Friday or Saturday night each week. We have 4 bars and the opening hours vary for each.
Retail Assistant		Retail Assistants are responsible for ensuring that visitors to retail outlets are dealt with in a friendly and efficient manner. General duties will include; serving customers, cash handling, till operation, stocking shelves, stock rotation and provision of excellent service in accordance with the duties of the job. We have 2 retail outlets and opening times / shift patterns vary according to the outlet.
Entertainments Technical Crew		Event crew are responsible for the setting up of all union events. Events are very varied, and duties include erecting and taking down staging, barriers, lighting equipment, PA equipment, DJ equipment, club décor and assisting in the smooth running of events from a customer's point of view as well as the venues. There are 3 venues within in the students' union although events occasionally take place off site. Hours are flexible.
Entertainments Box Office Staff		Box office staff are responsible for opening up, serving customers, entering new events into the computer system and dealing with ticket collections and guest lists at gigs.
'Welcome Crew', Tour Guides and Stewards (for 'freshers' week & events)		The 'Welcome Crew' forms a group of fun, proactive students who raise awareness of everything that goes on at Cardiff Students' Union. Involved with a huge variety of union events and campaigns, creating a buzz around sports, societies, media, student development, volunteering... in short, all the opportunities available to you as a student here in Cardiff. They are responsible for being the point of contact to deal with any queries that students/visitors may have.
Entertainments Promotional Staff		Promotional staff assist with welcoming students to the nightclub, sale of tickets, handing out goodies, entertaining the crowd and a variety of other promotional activities for regular club nights. Staff need to be fun, outgoing, enthusiastic with an interest in events promotion.
Student Development Unit Tour Guides		Tour Guides lead student visitors and their families around the Students' Union premises highlighting our facilities and their features and benefits. Students with exceptional communication skills will be needed for tours that usually take place on afternoons throughout the Autumn and Spring semesters.
Marketing		Roles exist to assist the Marketing department with ad hoc marketing campaigns. General duties will include; leaflet distribution, maintaining up to date poster campaigns, ad hoc data inputting and administrative duties. These roles tend to be ad hoc positions and therefore work will be available as and when required rather than on a regular basis.
Receptionists		Receptionists are responsible for ensuring all visitors to the Union are dealt with in a friendly and efficient manner. They provide out of hours cover on the Main 2 nd Floor reception usually between the hours of 5 – 8pm Monday – Friday and 9am – 1pm Saturday.
Finance / Admin		Occasionally we have short term vacancies to help out our Support Functions on a specific task or project. This could be in any of our administrative areas and will tend to be short term contracts taking place during office hours. If you are interested in this kind of work experience please indicate your preferred department (e.g. Finance, Office Admin, HR, IT etc)

