**TU Dublin Students’ Union Application Form for the Post of**

**Student Advisor for City Campus**

To be considered for the post of Student Advisor with TU Dublin Students’ Union CLG candidates must submit this completed application form, **by 10 am Tuesday 23rd July 2024.**

Please email your **CV and completed application form** to [recruitment@tudublinsu.ie](mailto:recruitment@tudublinsu.ie). Please state in the subject line the position applied for – **Student Advisor**

**Late applications will not be reviewed**.

Interviews will be taken in person on **Monday 29th July 2024** in City Campus. Further details will be given to those candidates who are shortlisted for interview. If in-person interviews are not possible at the time the candidate will be offered other virtual options where possible. Canvassing is strictly prohibited.

It is the responsibility of each candidate to ensure that all relevant information is provided. Due to limited resources, feedback will only be given to candidates who have been shortlisted for interview**.**

*TU Dublin SU CLG is an equal opportunity employer and endeavour to ensure that our recruitment and selection process is carried out fairly and based on job related criteria*.

We would like to thank you for the interest you have shown in this post, and we look forward to receiving your application form.

Yours sincerely

TU Dublin Students’ Union Team

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| **PERSONAL DETAILS** | |
| **First Name** |  |
| **Surname** |  |
| **Contact Number** |  |
| **Email Address** |  |
| **Are there any restrictions on your right to work in Ireland?** |  |
| **If successful, when could you take up the post?** |  |

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| **CURRENT OR MOST RECENT ROLE** | | | | | |
| Name of Organisation |  | | | | |
| Position Held |  | | | | |
| Date Started |  | | Leaving Date | |  |
| **Brief description of Role and Responsibilities (75-125 words)** | | | | | |
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| **RELEVANT EDUCATION & TRAINING**  **Please outline any formal education first and then any relevant courses, training, or professional development you may have undertaken.** | | | | | |
| **Name of School or Institution** | | **Date(s) of Attendance** | | **Title of Award/ Qualification** | |
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| **Other relevant Training** | | | | | |
| **Institution/Training Body** | | **Date(s) of Attendance** | | **Title of Award/Qualification** | |
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| **Please outline any volunteering experience relevant to the role** | | |
| **Name of Organisation** | **Dates Involved** | **Role** |
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| **Please give a brief outline of why you are interested in applying for this role with TU Dublin Students’ Union.**    ***(Max 200 words)*** |
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| **ESSENTIAL EXPERIENCE**    ***Max 200 words for each answer*** |
| 1. **Please describe your experience in a customer service role, outlining any achievements of note.** |
| 1. **Please outline your experience in providing and explaining complex information to clients/service users, citing relevant recent examples from your recent work environment.** |
| 1. **Please outline your proficiency level in IT skills (Intermediate to Advanced Microsoft Word, Excel and PowerPoint is required) and how you apply these in your current role.** |
| 1. **Please describe how you manage your working day and give an example(s) of how you stay focused on different tasks and use your time in the most effective manner.** |
| 1. **Please provide an example of when you had to deal with a difficult client / customer, and how you approached this.** |
| 1. **Please give an example of your approach to problem-solving and include an example from your work life where you successfully tackled and resolved a complex issue.** |
| 1. **Describe a specific situation where you had to collaborate with team members to achieve a common goal. What role did you play in the team, and how did you contribute to the overall success of the project? Additionally, if there were any challenges or conflicts within the team, how did you address them?** |

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| **REFEREES** | | |
| **Names, addresses and telephone numbers of three referees, one of whom must be your current or most recent employer.**    **(References will not be contacted without your prior approval).** | | |
| **Name and Surname** | **Position & relationship** (ie. line manager, peer, etc.)**:** | **Phone number:** |
| 1. |  |  |
| 2. |  |  |
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| **Data Protection** |
| The information given in this form will remain private and confidential and will be used for the purpose of recruitment and selection.  TU Dublin SU CLG will hold personal data in relation to successful applicants for administration purposes.  Processing will take place in accordance with the provisions of the Data Protection Act. By submitting you are giving your consent for this information to be processed.  Information relating to unsuccessful applicants will be destroyed as soon as possible, and no later than six months from the date of each appointment. |

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| **DECLARATION** |
| By submitting this application form, I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.    Signature:  Date: |