

### Office use only

Application received DD/MM/YY

Checked by:

Application no:

**Completed application forms should be emailed to Sima at** [**s.heer@uel.ac.uk**](mailto:s.heer@uel.ac.uk) **by 1pm, Monday 6th November 2017**

**Employment Application Form**

Role applied for: **Student Ambassador for Learning and Teaching (SALT)**

Name of your College: **(Please write the name of your college)**

**Introduction**

The Centre for Excellence in Learning and Teaching (CELT) are looking for 10 dedicated students to form a Student Partnership and Consultation Group. The group will work with Academic Developers and Learning Technology Advisors to give feedback on different technology enhanced learning (TEL) platforms used at UEL, assessment practices, and course design.

CELT are at the forefront of innovative ideas for learning and teaching at UEL. Our focus is on the student experience, and we want all our academics to be engaging in activities that provide the greatest benefits to UEL students. In achieving our goals though, we depend greatly on the student voice to help shape CELT’s endorsement of new technologies and pedagogies.

The group will be asked to attend four meetings in the academic year and will be called upon for feedback when emerging technologies or new/ existing practices are to be considered or evaluated. You must be adept at using UEL’s current TEL platforms such as Moodle, Turnitin and Panopto and have a keen interest in voicing opinions regarding learning and teaching.

The chosen students will receive the following benefits:

* Formal Title: Student Ambassador for Learning and Teaching (SALT)
* Profiles on the CELT website
* Access to some CELT training events, which could be used as CPD
* Refreshments during consultation meetings
* References for those who attend at least 3 consultation meetings and are proactive in their work with CELT

If you are interested, please complete the following. Candidates will be shortlisted and asked to attend an informal interview. Thank you and Good Luck!

We have designed this application form to collect all the information we require to select candidates for interview. Please do not send CVs, as we will not look at them. You may use continuation sheets if you wish.

**Education**

Please provide details of your education to date.

|  |  |  |
| --- | --- | --- |
| **Dates attended** | **Institution** | **Qualification and grade** |
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**Training**

Please provide details of other training that you have attended to date.

|  |  |  |
| --- | --- | --- |
| **Dates attended** | **Training Provider** | **Qualification and grade**  **(if applicable)** |
|  |  |  |
|  |  |  |
|  |  |  |

**Supporting Statement**

Please ensure that you have read job advert for this post, and set out here how your skills and experience match the requirements for the post, referring to each point of the Job Advert as indicated below. You may extend / contract the boxes or attach a separate sheet.

|  |
| --- |
| **Please tell us about your organisational, planning and time management skills:** |
| **Please tell us about your experience in working in a team:** |
| **Please tell us about your skills using Moodle, Turnitin and Panopto or any other technology enhanced learning platforms:** |
| **Please tell us about your experience in supporting other students in learning and teaching:** |
| **Please tell us why you think you are suitable for this role:** |

**Equal Opportunities Monitoring Form**

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To ensure applications are judged on merit and to ensure UEL Students’ Union employs Equal Opportunities best practice, this sheet will be separated from your application.

**Your Details**

|  |  |  |
| --- | --- | --- |
| **Title** | **First Names** | **Surname** |
| **Address:**  **Postcode:** | | |
| Email address | | |
| **Mobile Phone Number** | | |
| **Where did you see this post advertised?** | | |

**NOTE:** Please highlight the answers of your choice.

**Ethnic Origin:**

How would you classify your ethnic origin?

Black British Black African Black Caribbean Asian British

Asian Other White Other (please state)………………………

**Disability:**

*The Disability Discrimination Act 1995 defines disability as “A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities. The disability could be physical, sensory or mental and must be expected to last at least 12 months”*

Do you have a disability as defined by the Disability Discrimination Act? YES/NO

Do you require any assistance to enable you to attend interview e.g. signing? YES/NO

If yes, what type of assistance?

………………………………………………………………………………………………………………………………………………………………………………………

*Disabled applicants are invited to contact us in confidence at any point during the recruitment process to discuss steps that could be taken to overcome operational difficulties presented by the job, or if any adjustments or support are required.*

**Declaration**

|  |
| --- |
| **Have you ever been convicted of a criminal offence? *YES/NO***  If yes, please give details (except for convictions regarded as spent under the Rehabilitation of Offenders Act 1974) |
| I declare that the details contained in this application are correct to the best of my knowledge and in particular that I have not omitted any material facts that have a bearing on my application. (If you don’t have a digital signature then type your name in the space below)  **Signed Dated: D D/M M/Y Y** |