



EVENTS REPRESENTATIVE APPLICATION

This is an exciting opportunity to organise, promote and run events for a particular Hall throughout the academic year. This is a brand-new position and you will work alongside Halls Reps to give freshers the best first year experience possible. This is social sec re-defined: you are here to represent all students, the role is not just about drinking in clubs. Freshers are searching for more.

You will be here to create a broad selection of events, overseen by a dedicated permanent member of staff who will be here to support you. You will work to promote RUSU's events to students throughout the year whilst using your own creativity, innovation and initiative to produce your own events as part of a team. We are looking for confident, sociable and passionate individuals who know how to deliver top quality events for their Hall.

The type of events you could be promoting or running might include but aren't limited to: supporting RUSU Freshers Week wristband events, Christmas Formal, boat parties, PLUR, Comedy Nights, roller disco's, Jazz and Juice and film nights.

Interested in the Events rep role? Please make sure you have read the job description before you fill out the application below. RUSU expects a professional standard in the application and induction process. Completing your application form is your chance to shine and prove to us that you are the best person for the position you apply for.

Please spend some time completing your application form to the best of your ability, ensuring you answer every section – writing only the basics may not guarantee you are shortlisted from the applications we receive!

Applications are currently open and, if successful, you will be invited to an online interview.

If you have any questions about the role please email president@rusu.co.uk for more information.

When you have completed your application please send it to jobs@rusu.co.uk.



Your name:

Email Address:

Telephone number:

National Insurance Number:

Are you over 18?

(As an Events Rep there may be occasions where events will be based in 3sixty nightclub)

Yes _____ No

Why are you interested in being an Events Rep? (up to 300 words):

Why do you want to work for RUSU? (up to 300 words):



What past experience do you have to bring to the role? (up to 300 words):

What qualities and skills do you have that would make you a good Events Rep? (up to 300 words):

**Please order your preference of which hall you would like to represent:
(There is no guarantee you will be assigned these preferences)**

- 1.
- 2.
- 3.
- 4.
- 5.

- | | | |
|--|--|---|
| <input type="radio"/> -Wantage Hall | <input type="radio"/> -Bridges Hall | <input type="radio"/> - St. Patricks hall |
| <input type="radio"/> -Childs Hall | <input type="radio"/> -Stenton Hall | <input type="radio"/> -Sherfield |
| <input type="radio"/> -Benyon Hall | <input type="radio"/> -Kendrick Hall | <input type="radio"/> -Wessex Hall |
| <input type="radio"/> -St. George Hall | <input type="radio"/> -Mackinder Hall & Dunsden Hall | |
| <input type="radio"/> -Windsor Hall, Greenow And McCombie Hall | | |

Although you will work with a specific Hall you will be part of a larger team of either Park, Redlands or Northcourt Halls and be expected at times to work collaboratively with other the Events Reps.

Student Status:

- | | |
|--|---|
| <input type="radio"/> - Undergraduate Year 1 | <input type="radio"/> - Postgraduate (Masters) Year 1 |
| <input type="radio"/> - Undergraduate Year 2 | <input type="radio"/> - Postgraduate (Masters) Year 2 |
| <input type="radio"/> - Undergraduate Year 3 | <input type="radio"/> - PHD |
| <input type="radio"/> - Undergraduate Year 4 | |



Current Course of Study:

Year of graduation:

Availability:

As an events or halls rep you **MUST** be available during Freshers week and moving in days.

You will be expected to work an average of 3-5 hours per week throughout the academic year, but this may be more during Freshers week and move in days.

Disability and Equality Act 2010

RUSU is aware of its legal obligations under the Disability and Equality Act 2010 and is committed to equality of opportunity. Please provide details of any matters which you consider we should be aware of to make arrangements/adjustments to enable you to attend interview /perform the post applied for.

DECLARATION

By submitting this form, you are agreeing to the statements below:

I confirm that to the best of my knowledge all the information given by me is correct.

I acknowledge that if any of the information is false or materially incomplete, I would render myself liable to summary dismissal.



I understand that it is a legal requirement for me to prove my eligibility to work in the UK.

I understand that this form and information from it will be held for HR/employee administration purposes in accordance with the Data Protection Act 1998 and I consent to the process of this information for those purposes.

Interview requirements:

Is there any special help which you would like Reading University Students' Union to provide for you at the interview? If so, please provide details in the box.

Please also download, complete and submit an Equal Opportunities Monitoring Form and email it to jobs@rusu.co.uk.