



**TU Dublin Students Union Application Form for the Post of
Academic Affairs & Representation Lead**

To be considered for the post of Academic Affairs & Representation Lead with TU Dublin Students' Union CLG candidates must submit this completed application form.

Please email your **CV and completed application form** to recruitment@tudublinsu.ie **before Monday 2nd December 2024 at 9 am**. Please state in the subject line the position applied for – **Academic Affairs & Representation Lead**

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



PERSONAL DETAILS

First Name	
Surname	
Phone Number	
Email Address	
Are there any restrictions on your right to work in Ireland?¹	
If successful, when could you take up the post?	

Please note email address will be the preferred method of communication.

CURRENT OR MOST RECENT ROLE

Name of Organisation			
Position Held			
Date Started		Leaving Date	
Brief description of Role (75-125 words)			

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

¹ We are not able to offer sponsorship.



Please outline any volunteering experience relevant to the role

Name of Organisation	Dates Involved	Role

ESSENTIAL EXPERIENCE

Max 200 words for each answer

Please outline the details of the required two years relevant experience in a busy office environment.

Please outline your experience enabling the Organisation to identify and articulate the 'voice' of its members or clients to deliver a positive impact for those members or client group.



Please outline your understanding of running and overseeing democratic processes within a membership or representative Organisation. If you have experience of this, please detail.

Please outline details of a project you have led on that you feel best showcases your skills in stakeholder management.

Please detail your experience leading a team working on cross functional projects.

**Please give a brief outline of why you are interested in applying for this role with TU Dublin Students' Union.
(Max 200 words)**



Please give a brief outline of how you meet the skills and experience criteria outlined in the Job Description (Max 200 words)

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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.		
3.		

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.

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: