



Wilfrid Laurier University Students' Union

## Orientation Program Facilitator Application Form 2018

DUE: Friday February 9<sup>th</sup> at 12:00pm

Name:	
Student Number:	Current Academic Year:
MyLaurier Email Address:	Alternate Email Address:
Cell Phone Number:	Permanent Phone Number:
Local Address:	Permanent Address:

<input type="checkbox"/> ORIENTATION PROGRAM FACILITATOR – BRANTFORD <input type="checkbox"/> ORIENTATION PROGRAM FACILITATOR – WATERLOO
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<p style="text-align: center;"><b>Submission Package Checklist:</b></p> <p><input type="checkbox"/> Application Form <input type="checkbox"/> Resume – Maximum 2 pages <input type="checkbox"/> Cover Letter – Maximum 2 pages <input type="checkbox"/> Proposal – Maximum 6 pages</p>
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*I certify that the information contained within this application, along with all the information attached to this application is true. I also understand that not all applicants will be contacted for a first round interview, or subsequently a second round interview, and that my application will be kept on file for at least four months. Furthermore, I acknowledge that this application will be used in the decision making process to determine whether or not I am successful for the position(s) to which I am applying.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Application Instructions**

- 1) Please complete the following 3 components of your submission package. The entire package should be typed in 12pt Calibri font with normal margins.
  - a. A resume, curriculum vitae or an experience summary
    - This should be a maximum of 2 pages, single sided.
  - b. A cover letter
    - This should outline your past experiences and how they relate to the role you're applying for, as well as your leadership style.
    - This should be a maximum of 2 pages, single sided, double spaced
  - c. Please prepare a proposal with the following components:
    - The vision you have for Orientation Week 2018.
    - A brief description of your understanding of the role and its responsibilities
    - An outline of any initiatives or action items that support your vision
      - Your proposal should be a maximum of 6 pages, single sided and double spaced.
      - You may supplement your report with exhibits beyond the 6-page limit. These exhibits are designed to expand upon ideas outlined in the report. Ensure that exhibits are clearly referenced and relevant to ideas in the report.
      - Please ensure that your proposal does not have any identifying factors (eg. Name, Student Number, etc.). It will be marked solely on the vision, and initiatives that are being presented.
- 2) Please complete and print the Application Form
- 3) Hand in your submission package
  - a. You should submit 4 paper copies of your submission package to the Students' Union Office (either campus) before the due date.
  - b. You should also submit one electronic copy of the entire application package to [jdyck@wlu.ca](mailto:jdyck@wlu.ca) before the due date.
  - c. Please do not use staples to attach information. Please only use paperclips

### **For more information about these positions:**

Consult [yourstudentsunion.ca](http://yourstudentsunion.ca) and current members of the Management Team.  
Attend our OTC Information Sessions in either Students' Union Boardroom:

**Sunday January 24<sup>th</sup> 5:00pm**  
**Monday January 25<sup>th</sup> 7:00pm**

If you have any questions about the Hiring Process please direct them to  
Vice President: Finance & Administration, Courtney Collard

[suvpfa@wlu.ca](mailto:suvpfa@wlu.ca)  
(519) 884-0710 x2083