

**VICE PRESIDENT APPLICATION FORM**  
**DUE: MONDAY FEBRUARY 1<sup>st</sup> 2021 AT 2:00PM**

Full Name:	Student Number:
Year of Study:	Program:
Street Address:	
City:	Phone Number:
WLU Email:	Alternate Email:

<p><b>What position are you applying for?</b></p> <p><input type="checkbox"/> VICE PRESIDENT: CLUBS &amp; ASSOCIATIONS</p> <p><input type="checkbox"/> VICE PRESIDENT: FINANCIAL &amp; VOLUNTEER OPERATIONS</p> <p><input type="checkbox"/> VICE PRESIDENT: PROGRAMMING &amp; SERVICES BRANTFORD</p> <p><input type="checkbox"/> VICE PRESIDENT: STUDENT SERVICES WATERLOO</p> <p><input type="checkbox"/> VICE PRESIDENT: UNIVERSITY AFFAIRS</p>	<p><b>Submission package checklist:</b></p> <p><input type="checkbox"/> Application Form</p> <p><input type="checkbox"/> Resume</p> <p><input type="checkbox"/> Cover Letter</p> <p><input type="checkbox"/> Letter of Intent</p>
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I consent to the Students' Union Hiring Committee requesting a Code of Conduct background check from the Office of Student Affairs. The Office of Student Affairs will share the date and policy I was found responsible for violating. This includes information from Residence Life Staff and/or the Dean of Students Office. I understand that I may be asked to discuss the details of the case further. The conduct check process is required to remain eligible for a position within the Students' Union. Please note, minor infractions that do not involve the safety of others will not influence the success of your application.

*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 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:

### **STATEMENT ON ACCESSIBILITY**

The Wilfrid Laurier University Students' Union is committed to achieving a barrier free accessibility for our visitors, customers, members and employees. We are dedicated to accessibility within our recruitment and hiring processes and therefore offer accommodations throughout. Please contact Shawna Wey, Human Resources Consultant, if you require accommodations for any of our recruitment opportunities by e-mail at [swey@wlu.ca](mailto:swey@wlu.ca) or contact by phone 519-884-0710 extension 3967.

### **APPLICATION INSTRUCTIONS**

Please include ALL 4 components in your submission:

1. Completed copy of the first page in this application form
2. Resume (maximum 2 pages, single-sided)
  - a. Detailing all relevant experience for the role you are applying to
3. Cover letter (maximum 2 pages, single-sided)
  - a. Illustrating why you are the right candidate for the role
4. Letter of Intent answering each of the following questions (maximum 6 pages, single-sided):
  - a. What are the priority roles and responsibilities for the position you are applying to?;
  - b. What is your vision for the department you are applying to?: and
  - c. What are the specific initiatives or steps you will take to support or achieve your vision?

#### Considerations:

- I. The entire package should be typed in 12pt Calibri font, double-spaced, with normal margins
- II. Exhibits in the Letter of Intent can exceed the 6 page maximum
- III. Prior to submitting your application, consult [www.yourstudentsunion.ca](http://www.yourstudentsunion.ca) and current members of the Students' Union Executive team to improve content accuracy, as well as to ensure the vision and initiatives in your application are practical given the scope and budgetary restrictions of the Students' Union

#### Submission:

- 1) Submit one electronic copy of the entire application package, including all 4 components, to Shawna Wey, Human Resources Consultant, at [studentsunion@wlu.ca](mailto:studentsunion@wlu.ca) before the due date

**\*\* If you have any questions about the hiring process, please contact  
Vice President: Finance & Administration, Hope Jowharian, at [suvpfa@wlu.ca](mailto:suvpfa@wlu.ca) \*\***