

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

Submission package checklist:

- Application Form
- Resume – Maximum 2 pages
- Cover Letter – Maximum 2 pages
- Letter of Intent – Maximum 4 pages

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

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
 - Saved as a single PDF file
 - b. A cover letter:
 - Cannot include your name or contact information
 - 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
 - Saved as a PDF file WITH your Letter of Intent
 - c. Please prepare a Letter of Intent answering the following questions:
 - Cannot include your name or contact information
 - Outline your understanding of the roles and responsibilities of the position you are applying to
 - What your overarching vision for the department you are applying to is
 - What your specific initiatives or steps you will take to support your vision are
 - This should be a maximum of 4 pages, single sided, double-spaced
 - Exhibits may exceed the 4 page limit
 - Saved as a PDF file WITH your Cover Letter
- 2) Submit your two PDF files with a PDF copy of this completed application form to the Students' Union Human Resources Consultant, Shawna Wey at studentsunion@wlu.ca before the due date.

For more information about these positions:

Consult yourstudentsunion.ca and current members of the Management Team.

OR

If you have any questions about the Hiring Process please direct them to
Vice President: Financial & Volunteer Operations at
suvpfvo@wlu.ca OR (519) 884-0710 x2083