

ASSOCIATE VICE PRESIDENT 2022-23 APPLICATION FORM

DUE: FRIDAY FEBRUARY 4th 2022 12:00PM NOON

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

Submission package checklist:

- 1 PDF file including this completed Application Form AND your resume (maximum 3 pages)
- 1 PDF file including your Cover Letter (maximum 2 pages)

What campus are you applying to?:

- Brantford
- Waterloo

What position are you applying for?:

- AVP: Clubs & Associations
- AVP: Volunteer Operations
- AVP: Government & Stakeholder Relations
- AVP: Programming

I hereby confirm that the information provided within this application form, and subsequent documents, is complete, accurate and genuine. I understand that any willful dishonesty may render refusal of this application, or immediate termination of employment if successful. If this application is successful, I authorize the Students' Union to keep this information in my personal file, otherwise, all information will be destroyed within one year after the date of application. I authorize the Students' Union Human Resources department to disclose any information supplied in this application to the hiring panel for the role I am applying, in a confidential manner.

Furthermore, I consent to the Students' Union Human Resources department requesting a Suitability Check from the Wilfrid Laurier University Office of Student Affairs. The Suitability Check may include information from the Department of Residence, Special Constable Services, the Centre for Student Equity and Diversity, the Office of Human Rights and Conflict Management and the Dean of Students Office to confirm whether I have been found responsible for any behaviour that has impaired the safety of others at Wilfrid Laurier University. I understand that the Suitability Check process is required in order to remain eligible for a position with the Students' Union. Further, I understand that I may be asked to discuss the details of certain situations in order to establish suitability. Please note, the Students' Union is not made privy to minor infractions that do not involve the safety of others, or scenarios that have not been fully investigated, within the Suitability Check and therefore these will not influence the success of your application.

 Applicant Signature:

 Date of Application:

Application Instructions:

- 1) Prepare the following 3 components to include in your submission:
 - a. The first page of this application form completed and signed
 - Saved as a PDF file WITH your resume
 - b. A resume, or experience summary
 - Should include your name and contact information, as well as a list of your relevant experiences, training and education
 - A maximum of 2 pages
 - Saved as a PDF file WITH your application form
 - c. A cover letter
 - CANNOT include your name or contact information
 - This should briefly identify a couple of your past experiences which help make you the right fit for the role you're applying to, as well as briefly explain your interest in the role
 - A maximum of 2 pages, double spaced, using 12pt font size
 - Saved as an individual PDF file (separate from your application form and resume)
- 2) Submit your two PDF files via email to studentsunion@wlu.ca before the due date

Questions about the role you're applying to:

We strongly encourage you to reach out to our current Associate Vice Presidents, or other support staff working within the department you are applying to, in order to gain relevant information and answer any questions you may have prior to applying. You can find our staffs' contact information under the Contact tab of our website.

<https://yourstudentsunion.ca/student-executive-team/>

<https://yourstudentsunion.ca/full-time-staff/>

Questions about the application process, or require accommodations:

Contact Shawna Wey, Human Resources Consultant, at swey@wlu.ca OR 519-884-0710 ext. 3967

Questions about the interview process:

Contact Brooke Abbott, Vice President: Financial & Volunteer Operations, at suvpfvo@wlu.ca OR 519-884-0710 ext 2083