

ASSOCIATE VICE PRESIDENT 2024-25 APPLICATION FORM

DUE: SUNDAY FEBRUARY 18TH AT 11:59PM

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

**What position are you applying to
 [Select 1 ONLY]:**

- AVP: Clubs & Associations Brantford
- AVP: Faculty Associations Waterloo
- AVP: Students' Union-Based Clubs Waterloo
- AVP: Government & Stakeholder Relations Brantford
- AVP: Government & Stakeholder Relations Waterloo
- AVP: Volunteer Operations Brantford
- AVP: Volunteer Operations Waterloo

- Orientation Program Facilitator Brantford
- AVP: Programming & Services Waterloo

PDF submission package checklist:

- 1-page Application Form
- 1-page Cover Letter
- 1-2-page(s) Resume

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 PDF submission:
 - a. The first page of this Application Form completed and signed
 - Saved as one PDF file with your resume AND cover letter
 - b. A cover letter
 - We recommend reading through the job description of the role you are applying to before writing this, to ensure you fully understand the skillset(s) required, and to more clearly highlight your most relevant experiences/skills
 - In one paragraph, explain why you are interested in the role
 - In two paragraphs, briefly identify how your previous experience(s) and/or skillset(s) make you the right fit for the role you're applying for
 - In one paragraph, conclude by identifying why you want to work for the Students' Union
 - Maximum 1-page, single-spaced, using 12pt font size
 - Saved as one PDF file with your application form AND resume
 - c. A resume
 - Should include your name and contact information, as well as a list of your relevant experiences, training and education
 - Maximum 2-pages
 - Saved as one PDF file with your application form and cover letter
- 2) Submit your single PDF file via email to studentsunionhiring@wlu.ca before the due date

Questions about the role you're applying to:

Prior to applying, 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 better understand the role you're interested in. You can find our staffs' contact information under the About Us tab on our website.

<https://www.yourstudentsunion.ca/executive-leadership-team>

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

Questions about the application process, or require accommodations:

Contact Shawna Wey, Human Resources Consultant, at swey@wlu.ca

Questions about the interview process:

Contact Sarah Brophy, VP: Financial & Volunteer Operations, at suvpfvo@wlu.ca