**Lampeter Venue Manager**

**Job Application Form**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position applied for** | | | | Lampeter Venue Manager | | | | |
| **First Name** | |  | | | **Surname** | |  | |
| **Pronouns** |  | | | | | | | |
| **Address** | | |  | | | | | |
| **Mobile Number** | | |  | | | **Email Address** | |  |

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| --- | --- | --- |
| **Do you consider yourself to have a disability?** | **Yes** | **No** |
| **Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process** |  | |
| **Please tell us if there are any dates when you will not be available for interview** |  | |
| **Please tell us how you found out about this vacancy** |  | |

Please note that the Students’ Union operates a policy of anonymous shortlisting, where the above details are detached from the remainder of the form prior to the shortlisting process.

**Please return the completed application form to** [michelle.viccars@uwtsd.ac.uk](mailto:michelle.viccars@uwtsd.ac.uk)

**Applicant code (internal use only):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education** | | | | |
| Place of Education | From | To | Subject/Course | Outcome |
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| **Training** | | |
| Name of Course | Length of Course | Details |
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| **Present or most recent employer** | | |  | | | | |
| **Organisational Address** | | |  | | | | |
| **Job Title** |  | | | | | | |
| **Date Appointed** | |  | | **Salary** |  | **Notice Period** |  |
| **Duties (Please give a brief description)** | | | |  | | | |
| **Reason(s) for leaving** | | | |  | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Previous employer** | | |  | | | | |
| **Organisational Address** | | |  | | | | |
| **Job Title** |  | | | | | | |
| **Date Appointed** | |  | | **Salary** |  | **Notice Period** |  |
| **Duties (Please give a brief description)** | | | |  | | | |
| **Reason(s) for leaving** | | | |  | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Previous employer** | | |  | | | | |
| **Organisational Address** | | |  | | | | |
| **Job Title** |  | | | | | | |
| **Date Appointed** | |  | | **Salary** |  | **Notice Period** |  |
| **Duties (Please give a brief description)** | | | |  | | | |
| **Reason(s) for leaving** | | | |  | | | |

**Please see overleaf for the personal specification section of the application form**

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| **Qualifications (Essential)** |
| No specific qualification is required, however evidence of recent professional development in an area relevant to the role |
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| **Experience (Essential)** |
| Experience of training staff |
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| Experience of running a licensed venue |
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| Experience of budget control as well as setting and achieving financial targets |
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| Experience of creating successful commercial activity within a student market |
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| **Knowledge (Essential)** |
| Advanced knowledge of managing risks and activities |
|  |
| Knowledge of First Aid and Health and Safety requirements in a licenced venue |
|  |
| **Knowledge (Desirable)** |
| IOSH Qualified and First Aid Trained |
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| **Skills (Essential)** |
| Strong leadership skills |
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| Competent Microsoft Office skills |
|  |
| Empowering approach to management with the ability to motivate yourself and others to achieve challenging targets |
|  |
| **Skills (Desirable)** |
| Ability to speak and write in Welsh (Highly Desirable) |
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| **Values (Essential)** |
| Understanding and commitment to equity, diversity, and inclusion |
|  |
| Drive to work in a democratic environment |
|  |
| Live the Students’ union’s values |
| **Additional requirements (Essential)** |
| Ability to undertake some bar shift work |
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| --- | --- |
| **References** | |
| **Reference 1**  **Name**  **Telephone Number**  **Email Address**  **How they are known to you** |  |
| **Reference 2**  **Name**  **Telephone Number**  **Email Address**  **How they are known to you** |  |

I understand that by returning this application form data will be processed and shared in accordance with organisational practice as detailed by the [TSDSU Privacy Notice](https://www.tsdsu.co.uk/privacy-notice), in accordance with GDPR legislation.

I also understand that any job offer in relation to this role will be subject to a basic DBS check, and recognise that the Student’s Union has an active Recruitment of Ex-Offenders policy which establishes the framework for DBS use.