

XX12N4M Managing and Leading Teams for Events Application Form

Module Objectives:

The module aims to help students develop a range of skills in managing and organising activities for small to medium group participants. In particular, students will be required to assist the UNMC International Summer School programmes as ambassadors. Programme ambassadors will be the face of the summer schools, and such students will be required to design and implement activities for the potential participants.

As we are after highly committed and motivated applications, the application process will consist of two stages. Stage one requires applicants to complete their individual responses to the questions below. Successful applicants from stage one will then invited to attend a selection panel.

Contact Details

Title		ID Number
Full Name		
	Term Time	Home
Address		
Mobile Phone		
Personal Email		
Personal Tutor Name		

Personal Details

Course of study	
Expected year of graduation	
Undergraduate / Postgraduate?	
Do you have any individual/access requirements?	

Safeguarding and Criminal Records Disclosure

It is a University of Nottingham requirement that all Student Ambassadors declare any criminal convictions (excluding minor traffic offences) prior to acceptance on the scheme. If a disclosure reveals information about previous convictions or cautions the Ambassador will be required to discuss this with the Head of the Nottingham Advantage Award scheme at UNMC. If any Ambassador receives a conviction or caution during enrolment they are required to disclose this to the Head of the Nottingham Advantage Award scheme at UNMC. Ambassadors are also required to undertake training prior to working with young people and will receive on-going guidance and support.

I declare that I do not have any previous criminal convictions or that there are other factors which any reasonable person would consider to be an issue whilst dealing with young people and members of the public.

I wish to discuss this further.

Additional Information

Given that this scheme will involve students interacting with members of the public, all applicants are subject to a short listing process and may also be invited to interview. Once appointed you will be expected to participate in and contribute to the continuing development of the scheme

Leading and Managing Events contributes to the Nottingham Advantage Award.

Please return the completed form electronically to naa@nottingham.edu.my by 5pm on Friday, 20 March 2015:

This module is not suitable for Final Year student!

Signed

Date

Previous Employment

Dates of Employment	Employer	Main Duties	Reason for Leaving

Please use extra sheets if necessary.

The following part of the application form asks questions to establish whether you have the relevant skills and qualities that we recognise as essential to participate in this module. You should draw upon experiences from your education, previous employment and personal experience giving examples wherever possible. Please use extra sheets if necessary.

Experience and Interests

Describe a situation where you have had to present to or work with a group of people from diverse backgrounds.

Describe a situation where you faced a particular obstacle or challenge to achieving your goals. How did you overcome this situation?



Describe a situation where you have provided a high level of customer service.

Describe a situation where you have demonstrated excellent communication.

Please give details of any other skills you possess and experiences you have undertaken, which you feel are relevant to the role someone who is managing and leading events. You may find it useful to refer to the person specification and the role profile form to assist you in identifying these areas.