

# Important information for Student Ambassador candidates

Thank you for your interest in our vacancies for Student Ambassadors. Please read the information below carefully prior to completing your application form.

## CLOSING DATE

Applications must be submitted by midnight on 24 September 2019.

## ADDRESS SECTION

Please provide your term time address in this section of the application form

## DBS CHECK

If you are appointed to the role you will be required to undertake a DBS (Disclosure and Barring Service) check. You will be invited to a drop in session on 7 or 8 October 2019 to complete this. In preparation please ensure you are able to provide -

- complete **5 years address history** with full address and dates and no gaps
- **original documentation** as detailed below. Please note that if you do not have the correct documents at the paperwork session then we may be unable to continue with your application.

### At least one document from this group

- Current valid passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) Card AND Counterpart
- Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth;

### AND

### Group 2 - at least two documents from this group from which ONE must confirm current address.

- Current UK Driving licence (Photo card or old style paper version)
- Certified Copy of Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth
- Marriage/Civil Partnership Certificate (UK)
- Adoption Certificate (UK)
- Fire Arms Licence (UK)
- HM Forces ID Card (UK)
- Mortgage Statement (UK)\*\*
- Bank/Building Society Statement (UK)\*
- Credit Card Statement (UK)\*
- Financial Statement \*\* - e.g. pension, endowment, ISA (UK)

- P45/P60 Statement **\*\***(UK & Channel Islands)
- Council Tax Statement (UK & Channel Islands) **\*\***
- Work Permit/Visa (UK) (UK Residence Permit) **\*\***
- Utility Bill (UK)\* – Not Mobile Telephone
- Benefit Statement\* - e.g. Child Allowance, Pension
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK)
- If the applicant is 16 or 17 years old and in Full Time Education a letter confirming identity signed by School Head or College Principle.

denoted with \* - it should be less than three months old  
denoted with \*\* - it should be issued within the past 12 months  
not denoted – it can be more than 12 months old.

#### IMPORTANT DATES

If you are appointed to the role you will be required to attend the following sessions -

- **Right to work documentation check and DBS check** –7 or 8 October 2019.
- **Student Ambassador training session** – **9 or 14 October 2019. This will be a full day of training.** It is essential that you attend one of these dates. If you have lectures/seminars scheduled then you should attend these and come to training when your timetable permits. We will then arrange a catch up session for the parts you have missed.

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# We wish you the best of luck with your application!

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Est.  
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**YORK  
ST JOHN  
UNIVERSITY**