

Residence Life Mentor Application Process

Thank you for your interest in applying for a Residence Life Mentor role for 2014-15. To apply:

- Carefully read through the Role Description.
- Complete the application form. Please ensure that you clearly indicate your study status for the academic year 2014/15 (providing full details of the course you are/will be studying), and that you include your **student number** and **e-mail address** in the appropriate sections. **We will communicate with you using the e-mail address you provide on your application.**
- Take care to complete the **Experience/Knowledge** questions and the **Additional Information** section fully and carefully. You should use the Additional Information section to write a statement detailing your reasons for applying, relevant prior experience, and suitability for the role, with reference to the Role Description and Person Specification provided. We shortlist applicants for interview based primarily on the information provided in these sections of the form, so it is in your interests to use this space to tell us, in a clear and concise way, how your knowledge, skills and characteristics make you the kind of person we are looking for, giving examples from your previous experience.
- Once completed, the application form should be returned to us via e-mail, to residencelife@exeter.ac.uk

We will shortlist your application against the criteria outlined in the Person Specification. If you are shortlisted, we will then contact you with details of the interview process. If you are not currently in the Exeter area, we are happy to conduct interviews remotely (e.g. via telephone). If you are shortlisted, we will aim to conduct your interview as soon as possible, and inform you of the outcome promptly, to enable you to make plans accordingly.

We ask that applications be returned by 24th January to be considered in the first round of recruitment, with interviews to be held from the week of 27th January. Subject to vacancies, we will continue reviewing applications received after this date; however, we would encourage students interested in applying to do so as early as possible, as the recruitment cycle will cease once all Mentor positions have been filled.

Unfortunately, we cannot guarantee to be able to contact applicants who have not been shortlisted, so if you do not hear from us, your application has been unsuccessful on this occasion.

If you have any questions or would like any further information, please feel free to contact us.

We look forward to receiving your application.

Kind regards,

Helen Anderson & Neil Harrison
Residence Life Advisors