



# UCSA Help Volunteer Application Form

## 2020 Academic Year



### UCSA Help Volunteers

The UCSA Help Volunteers are the first point of contact for students who meet with the Advocacy and Welfare Team. The programme is intended to:

- Provide senior students in Law and Psychology with experience in client-interviewing and -advising skills.
- Provide a friendly and approachable person for UC students with concerns or difficult circumstances to talk to at the UCSA.
- Assist the Advocacy and Welfare Team by conducting initial interviews and triage of student cases.

### Eligibility Requirements

Students wishing to apply to be UCSA Help Volunteers must be:

- Senior Law or Psychology students at UC, in third year or higher of study in 2020;
- Of good standing in both character and academic ability;
- Able to attend compulsory training in February 2020, details TBC;
- Able to dedicate at least two hours per week during term time to UCSA Help; and
- Able to commit to at least one academic year as a UCSA Help Volunteer.

### Personal Details

Full Name: .....

UC Email Address: ..... Student ID No: .....

Mobile Phone No.: ..... Degree(s): .....

Year of Study in 2020: ..... Will 2020 be your final year at UC: .....

### Availability

Can you dedicate a minimum of two hours a week to UCSA Help? .....

Can you attend the compulsory training in February 2020? .....

UCSA Help Volunteers are rostered for a minimum of one two-hour slot a week, during term time only. Additional two-hour slots may be available to Volunteers who wish to complete additional hours, subject to the total number of Help Volunteers appointed. Volunteers are also welcome to continue to attend their rostered times during University holidays, but are not required to do so.

The rostered time slots are between 10:00am and 4:00pm from Monday to Friday. Please indicate **all** time slots you will be available in Semester One 2020 (if you have this information):

	Monday	Tuesday	Wednesday	Thursday	Friday
10:00am – 12:00pm					
12:00pm – 2:00pm					
2:00pm – 4:00pm					



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### Cover Letter

Please enclose a cover letter with this application that provides details of:

- Any relevant experience or qualifications you have (e.g. work experience, volunteer experience, being a Class Rep etc.);
- What skills and attributes you have that you believe would be beneficial to the role of Help Volunteer; and
- Why you would like to be a Help Volunteer.

Please also enclose copies of your current CV and UC Internal Transcript.

### Letter of Reference

Please also arrange for a referee to send a brief letter of reference explaining why they would recommend you for the position of Help Volunteer. The referee should be someone who has known you for at least a year, and who is not a family member or close personal friend. They should also not be employed by either UC or the UCSA.

The referee should send their letter directly to the UCSA Student Advocate at either [nathan.simkiss@ucsa.org.nz](mailto:nathan.simkiss@ucsa.org.nz), or Nathan Simkiss c/o University of Canterbury Students' Association, PO Box 31311, Christchurch, 8444.

Referee name and contact details: .....

### Disclosure

Have you been subjected to any disciplinary action at UC? .....

Have you been convicted of any criminal offences? .....

Have you received any Academic Progress Warnings? .....

Are there any conflicts of interest that the UCSA should be aware of, or any other reason the UCSA should not consider you for this position? Please provide details below. ....

.....

### Declaration

I, ....., declare and certify that all information provided in this document is true and correct to the best of my knowledge. I have disclosed any and all information that may impact the UCSA's decision to select me as a Help Volunteer, and understand that should any relevant information come to light or any conflict of interest arise, or if I should breach any of the above requirements, the UCSA Advocacy and Welfare Team has full discretion to remove me from this position.

Signed: ..... Date: .....

Application Checklist	Y / N	Applications close <b>5pm Friday 24 January 2020</b>
Form completed, signed, and dated		Please send your completed form and required documents to <a href="mailto:nathan.simkiss@ucsa.org.nz">nathan.simkiss@ucsa.org.nz</a> ; Post to Nathan Simkiss c/o University of Canterbury Students' Association, PO Box 31311, Christchurch, 8444; Or drop off at the UCSA Reception in Haere-roa, 90 Ilam Road, Ilam, Christchurch.
Cover letter included		
Copy of current CV included		
Copy of UC internal transcript included		
Reference letter arranged (sent separately)		