

Job Application FAQ's

Question	Answer
What type of people is KCLSU looking for?	We're looking for KCLSU people that share our values (innovative, sustainable, straightforward, people-orientated and student-led), be customer focused, friendly and hardworking, but ultimately you'll be a fun, chatty person who knows how to make a difference to someone's day.
What the common mistake people make on their applications?	<ul style="list-style-type: none"> • Sending a CV or resume • Forgetting to explain in the statement of support how you meet the person specifications • Errors in personal details e.g. telephone number, email address • Forgetting to put email address for your references
What is the Equal Opportunity Monitoring form used for?	Your Equal Opportunities Monitoring form will be separated from your application as it is not part of the selection process. The information contained in it will be treated as confidential and will help KCLSU to monitor its Equal Opportunities practices and future policies. Please do have a look at KCLSU's current Equal Opportunities Policy on the site.
What is the usual application route?	<ol style="list-style-type: none"> 1. Send your application to Recruitment@kclsu.org 2. Receive acknowledgment we have received your email 3. Shortlisting decision made 4. Invite to interview or Assessment Centre 5. Offer and decline email sent to you typical within 1 working week
I don't want to work many hours, will I be expected to as student staff?	The amount of hours that you will be expected to work will largely depend on the role you apply for. KCLSU recognises that your studies are your top priority and will always try to allow you flexibility in your hours, whilst meeting the needs of the business. Have a look through our website to get a feel for what KCLSU does, and remember that you will be given the opportunity to ask questions during the interview.
I don't have a National Insurance Number, do I need one?	If you're looking for work, starting work you will need a National Insurance number. If you don't have one, and you have the right to work in the UK, you will need to telephone Jobcentre Plus on Tel 0845 600 0643 (lines are open 8.00 am to 6.00 pm Monday to Friday) to arrange to get one. They may require you to attend an 'Evidence of identity' interview.
I don't have any references, can I still apply?	We ask everyone applying for a job with us to supply at least one reference. This doesn't need to be from a previous employer if you haven't worked before, it could be a person of authority from your school/college, or someone you have carried out some volunteering work for.