**Job Shop Talent Pool Application Guidance - 2019**

The Job Shop are seeking flexible enthusiastic students to enter our talent pool to service the staffing and resource needs of peak demands here in the University, we also provide a service to local businesses placing students in relevant jobs enhancing employability and helping gain essential workplace experience.

We offer flexible opportunities with excellent pay rates, typically from £9.75ph, please read the following guidance to help with writing a successful application

Examples of roles we offer, please note this is not an exhaustive list,

* Administration
* Web Design / IT helpdesk
* Reception / Switchboard
* Hospitality Work
* Marketing / Promotions / Events
* Translation

Eligibility: All applicants must be current Leeds Beckett University students or Alumni (must have graduated within the last five years) at Leeds Beckett University in order to apply

**Job Shop Talent Pool - Person Specification**

**You need to give us detail in the further information part of the application about how you fulfil the below criteria,** as part of the application you will be asked to provide details of two referees who will then be automatically be contacted.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Essential | Desirable |
| Experience | 1. Currently a student at Leeds Beckett University or Alumni within 5 years of graduation |  |  |
|  | 1. Experience of supervising others |  |  |
| Knowledge | 1. Some paid work Experience |  |  |
|  | 1. Some voluntary work Experience |  |  |
|  | 1. IT Literacy in Microsoft suite and / or other applications |  |  |
| Skills & Competences | 1. Excellent inter-personal and communication skills |  |  |
|  | 1. Ability to work independently and as part of a team |  |  |
|  | 1. Excellent organisational skills |  |  |

**If your application is successful as a potential pool member, you will be invited to book in to a short registration interview, which must be completed within 12 weeks of the advert closing date. At this meeting, we will require copies of ID, bank details and any right to work documents you require these must be originals, not copies or scans.**

The closing date for applications are detailed on the webpage for each cycle, but are typically open for the months of Sept/ Oct, February & June each academic year and close at midnight, on the final date. Applications cannot be amended or submitted after this time, and will not be considered. **Please note we cannot give individual feedback on any unsuccessful applications, but will offer advice on where to go to for further support.**

By joining the Job Shop talent pool, you will have the chance to work on various hourly paid assignments, which mostly fit around your studies. You will gain valuable work experience, demonstrating teamwork, independent working and leadership, communication, and some work based learning. You could also acquire new skills along the way, which will all boost, not only your confidence, but your CV and employability prospects. In addition, you are able to stay with the job Shop up to 5 years following graduation.

**Disclaimer:**

**Job shop works on an agency style model but is not for profit, and is owned and run by Leeds Beckett University.**

**We cannot guarantee the amounts of work or hours you will receive through us, we automatically skills match potential students from the pool to roles as they become available, and offer on a first come first serve basis. We also reserve the right to suspend or cancel your registration immediately at our reasonable discretion without liability to you.**

If you have any questions, please contact: The Job Shop Tel: 0113 812 5970 or Email: [jobshop@leedsbeckett.ac.uk](mailto:jobshop@leedsbeckett.ac.uk)