

**Development and Alumni Relations Department**

**Post Title: Telephone Fundraiser**

Please complete this form as fully as you can, and draw on experience either in previous employment, voluntary work or extra curricular activities you have been involved in. Once completed, please return to the Regular Giving Officer at annual.fund@durham.ac.uk.

**Please note, the application deadline is noon, Friday 18th January 2019.**

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| --- | --- |
| **Surname** |  |
| **First Name** |  |
| **Title (Mr, Miss, Mrs etc)** |  |
| **Date of Birth** |  |
| **Mobile phone number** |  |
| **Email Address** |  |
| **Term Time Address***(for 2018-19)* |  |
| **College** |  |
| **Other/past college affiliation** |  |
| **Degree Subject***(for 2018-2019)* |  |
| **Year of study** (please circle)*(for 2018-19)* | **1 2 3 4 Masters PhD** | **Are you entering your last year of study at Durham?** | **Y/N** |
| **Where did you hear about this position?** |  |
| **Past Employment***Please provide brief descriptions of your three most recent jobs/volunteering positions:* | **Name of Employer** | **Main responsibilities e.g. selling products to customers, checking stock** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **Please give an example of when you have worked in a team. What did you enjoy most/least?** |  |
| **What do you think are the keys to effective communication?** |  |
| **Please give an example of when you have had to utilise your communication skills.** |  |
| **How would you respond to someone who became rude on the phone? How would you re-build trust with this person?** |  |
| **Name 3 things that inspire you most about this University?** |  |
| **What do you think you would enjoy most about this role?** |  |
| **Why do you think that you would make a good student caller?** |  |
| **Hobbies/ interest/ societies/ sports teams.****Would you be comfortable in asking for a donation?** |  |
| **On a scale 1-5 (1 being uncomfortable and 5 being comfortable)****How happy are to you**1. **Work to set targets**
2. **Work with minimal supervision/self-regulation**
 | **a)****b)** |
| **Which three words would your friends use to describe you?** |  |
| **Give your top five interests which we could use to match you with relevant alumni (e.g. football, music, Russian, walking etc.)** *– make these as interesting and varied as possible for the most interesting conversations.* |  |
| **Personal Statement***Tell us anything that may be relevant to your application including any experience (work or personal) that makes you stand out from the crowd and why you would make a good ambassador for Durham. Please refer to the person specifications in the job description. (maximum 500 words)* |  |
| **Do you have any disabilities that we should be aware of that may impact the role? If so please provide details.**  |  |
| **If your application is successful you will be required to work three shifts per week – a mixture of weekdays and weekends (see job description).** **It is also essential that you are able to attend all training sessions (as below) and work at least one evening shift in the first week of calling (Mon 11th – 17th Feb 2019).****Job selection days will take place on 28th and 29th January.****In submitting this application you are confirming that you can attend the following training sessions:** **Saturday 9th February 10:00 am to 4:00 pm** **Sunday 10th February 10:00 am to 4:00 pm****If you have any questions please contact the Regular Giving Officer on 0191 334 6318 or email annual.fund@durham.ac.uk** |