

York SU Applicant Support

The University of York Student's Union Applicant Support document has been created to support you through the job application process, to ensure that you are aware of the resources available and to help you feel confident within your application.



Check the word count

Application questions should have a word count next to them, this is to give you an idea of how much detail is required within your answer. Try to answer questions as close to the word count as you can.

Shout About Your Skills

Tell us about your skills and how you have gained them. Go into more detail about your skills as they could be the key to making your application stand out!

Use The STAR Method

The STAR method is a technique that gives you a straightforward format that you can use to tell a story when answering an application or interview question by laying out the situation, task, action, and result.

Get to Know Us

It's just as important for you to get to know York SU as it is for us to learn about you. There are lots of links within our jobs page on the York SU website which share a little more about our culture and values.

Refer To The Job Description

Attached to each vacancy will be a Job Description for the role. Within the Job Description will be a breakdown of the responsibilities and skills for the role. Ensure that you refer to the information detailed here within your application answers, this lets us know which parts of the role you'll be great at from the get go and which we may need to provide training for.

Career Services

If you are a student here at the University of York the Career Services Team are here to help and support you when applying for jobs. If you could do with a little help filling in your application reach out to them on 01904 322685 or careers@york.ac.uk

Reasonable Adjustments

Let us know if there are any adjustments that we can make to help you fill in your application or during your interview. You can share this via the application form or by emailing hr@yorksu.org. Reasonable adjustments are changes that we as an employer can make to remove or reduce a disadvantage related to someone's disability, health condition or learning need. Some examples of changes we can make to help you: providing the application in a different format, making a change to the time, location or format of the interview or providing extra time within your interview.

