**Leicester Student Law Review**

**2023-2024 Committee Application**

**Application for the position of: Secretary**

When completed, email your application to **rb574@student.le.ac.uk**. You will receive an email confirmation when it has been received by the Editor-in-Chief.

All questionsmust be completed. A CV must accompany your completed application form. Incomplete applications will not be accepted. All email attachments must be in Microsoft Word (.doc/.docx) or PDF format.

Deadline: **Wednesday October 4, 2023**

Interviews will be scheduled on a rolling basis. However, all applications submitted will be considered. You will be notified as to whether you have or have not been shortlisted for interview via your university email.

If you have any questions please email the Editor-in-Chief, Rebecca Bocchinfuso (rb574@student.le.ac.uk).

**Role Description**

**Secretary:**

· Takes meeting minutes and disseminates them as needed

· Updates social media sites on-demand and as needed

· General publicity

· General administration

· Other tasks as needed for the continued success, growth, and publication of the Review

**Personal Details**

| **Title** (i.e. Miss, Mrs, Ms, Mr) |  |
| --- | --- |
| **Full name** |  |
| **Preferred name** |  |
| **Date of birth** (DD/MM/YYYY) |  |
| **Year of study** |  |
| **Mobile number** |  |
| **University email** |  |
| **Personal email** |  |
| **Term-time address** |  |

**Education**

Please list the modules you have taken and the grades you have received respectively. If you are a first-year student and have not taken any university exams yet, please add any recent exams you may have undertaken (i.e. A-levels/secondary school) and the results for each. (Limit: 10 items with respective result)

| **Qualification/module/subject** | **Result/grade** |
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**English language skills**

Make bold the appropriate level of skill (choose one):

Excellent

Good

Average

Poor

**Questionnaire**

Type your responses in the text boxes provided. The text boxes will expand as needed as you type. (Observe the word limits.)

1) What does the Leicester Student Law Review mean to you? (250 words)

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2) Why do you want this role; why should you be appointed as Secretary? (Include past experiences and personal qualities.) (300 words)

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**3)** How will you meet the fluid time demands of the role? (250 words)

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4) What would you aim to bring to the Leicester Student Law Review? (200 words)

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