Alumni Ambassador Application Form

Thank you for your interest in becoming an Alumni Ambassador for the University of London.

Questions that require an answer are marked with \*

## Personal Details

 **Title\*:**

 **First name\*:**

 **Last name\*:**

 **Please share your preferred pronouns (e.g. he/him/his, she/her/hers, they/them/theirs):**

 **Name as you would like it to appear in your Ambassador Profile\*:**

**Email address (this is the email the University will use to contact you)\*:**

**Email address to include on your public Ambassador Profile (if different from above):**

 **LinkedIn profile link:**

 **Telephone number (we will not include this on your Ambassador Profile):**

 **Address:**

 **Country of Residence\*:**

## Academic Background

 **UoL Degree Programme\*:**

 **Year of completion\*:**

 **Country or countries in which you studied\*:**

 **If you studied with a Teaching Centre, please specify the name:**

 **Other higher education qualifications (if applicable):**

 **Other professional qualifications (if applicable):**

## Employment/Further study Details

 **Current job title (if pursuing further study, please list your current programme of study)\* :**

**Name of employer (if pursuing further study, please list the name of the institution with which you are studying)\*:**

 **Employed since:**

 **Please list previous roles where applicable:**

## Application Questions

1. **Why would you like to become an Alumni Ambassador and what skills/knowledge can you bring to the role?\***
2. **Would you like to provide any further information to support your application?**
3. **Please provide a short biography (3-4 sentences) which will be put on our dedicated webpages for Alumni Ambassadors.**

**Please include information on what you have been doing (work/further study) since your UoL degree and include any information about how you feel your experience could be of help to prospective and current students.**

**Please use the information from questions 1 and 2 to help you to write a good profile.**

**Please write this in the first person (e.g. I completed my degree in Law in 2017 and started a role at EY.** **I can share my knowledge and skills of time management and multitasking as well as balancing life/work commitments while successfully completing a degree). I can also provide insights into the how the finance and professional services sector works’ \*:**

1. **Are you an ambassador for a Teaching Centre or another university? If yes, please specify:**
2. **Have you ever been employed to teach or promote activities of a private teaching institution that offers tutorial support for the University of London? If yes, please specify:**
3. **Would you like to provide any further information to support your application?**
4. **Are you happy for your photograph, biography and email address to be displayed on the University’s Alumni Ambassadors webpage?\***
[ ]  Yes
[ ]  No
5. **Would you be happy to have a link from the Alumni Ambassadors webpage to your LinkedIn profile, so that prospective and current students could contact you via LinkedIn?**
[x]  Yes
[ ]  No

**Assessment criteria and ethical check:**

Although we are open to all expressions of interest the University selects Alumni Ambassadors at its discretion and primarily to support our current strategic recruitment priorities.

As you will be in contact with prospective and current students, we want to ensure that anything they may find when Googling you will be a positive part of their experience and will further enhance those students’ opinions of the University. We trust that all our Ambassadors reflect positively on the University, and we imagine that you would want us to make sure that all your fellow Ambassadors are held to these same high standards. That way, you can be confident in telling others that you are a University of London Ambassador.

With this in mind, the University will need to do a brief Google search of your name and details. We need your explicit permission to conduct the Google search (details below). To confirm you are happy for us to do this, please tick this box.

BOX\* (mandatory)

Details of the Google search:

If you are interested in the detail, the search string is composed of a set of negative terms designed to identify areas which could cause an ethical or reputational risk. The areas covered by the string include allegations or proven cases in relation to

* Fraud, bribery, corruption, criminal convictions and organised crime
* Human rights abuses including child labour, human trafficking, and poor working conditions
* Terrorism
* Environmental damage
* Arms dealing and manufacture
* Tobacco

In the very unlikely event that anything comes up in our search, this will be taken into account when assessing your application to become an Alumni Ambassador. It will be passed to the Director of Development and you will have the opportunity to discuss this further with us before any decision is made.

As a University of London Alumni Ambassador, the University will naturally hold records of your contact details and of your actions as an ambassador, such as attending events or acting as a mentor. The University will manage this data according to its obligations in regard to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

In regard to the data arising from this process, the University will act as follows:

* If nothing comes up, the University will simply record ‘check complete’ and none of the search results will be kept.
* If there is any issue to be discussed the record will be retained until your discussions with the Director have concluded. If your application to be an ambassador ceases at this point the University will simply record ‘application withdrawn’ and none of the search results will be kept. A record of your interaction with the Director may be recorded.

After the checks are completed and come back fine, we will go over the next steps which include uploading your profile to our website – we will be asking for a headshot of you for our profile.

**Privacy**We are committed to protecting your privacy. Our privacy policy includes details of how we hold and process your data. [Read our privacy policy in full.](https://london.ac.uk/development-privacy)

If you have any questions or wish to update your preferences at any time, please contact the University of London Development Office at alumni@london.ac.uk.