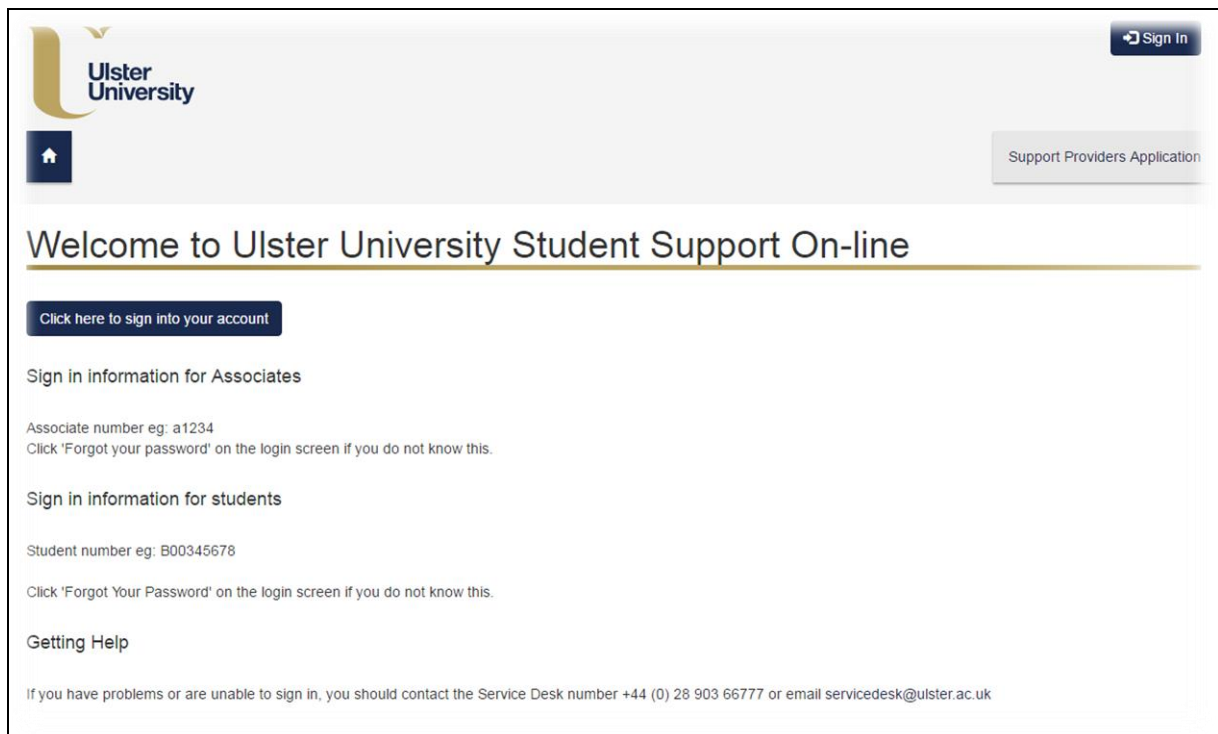


Register of Support Providers – Online application guidance

1. Go to the webpage: <https://adxportal.ulster.ac.uk>
2. Click on the 'Support Providers Application' button at the top right hand side of the screen.



The screenshot shows the Ulster University Student Support On-line application page. At the top left is the Ulster University logo. At the top right is a 'Sign In' button. Below the logo is a home icon. In the top right corner, there is a button labeled 'Support Providers Application'. The main heading is 'Welcome to Ulster University Student Support On-line'. Below this is a button that says 'Click here to sign into your account'. There are sections for 'Sign in information for Associates' and 'Sign in information for students', each with an example number and a link for 'Forgot your password'. At the bottom, there is a 'Getting Help' section with contact information for the Service Desk.

If you have any queries or problems, do not contact the Service Desk number as advised on the screen, as they will be unable to assist with your online application. Please contact the Register of Support Providers directly either Claire McCafferty on 02890 366751 or Seaneen McLoughlin on 02890 366143.

3. All Support Providers are freelance self-employed. Please check the selection criteria for any of the support roles that you wish to be considered for, the personnel requirements can be found within each role at: <https://www.ulster.ac.uk/studentsupport/services/disability/register/support-provider-roles>



- Only apply for the roles that are advertised and these should be typed into the free text box.

Support Provider Application

Asperger's/Autism Mentor	Exam Prompter	General Reader	Proof Reader
Audio Typist	Mental Health Mentor	Interpreter (BSL or ISL)	Reader
Campus Assistant (General)	Exam Reader	Library Assistant	Scribe
Campus Assistant (Specialist)	Exam Scribe	Mathematics and Statistics Coach	Study Skills Coach
Dyslexia Coach	Foreign Language Coach	Note Taker	Typist

Indicate the role/s you wish to apply for:

- Indicate which campus you want to provide support on by typing the appropriate campus/campuses into the text box.
- Select a single campus that you would prefer for interview if shortlisted; choose using the drop down.

Campus preferred to be interviewed on should your initial application be successful:

- Complete all your personal details and ensure you include an email address, as this is our preferred method of contact.

When entering your date of birth click on the calendar, this will bring up today's date.

Date of Birth

County

ZIP/Postal Code

July 2017

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Click on the month and then on the year, this will provide decades for you to use the back and front arrows to select the correct year. Then choose the appropriate month and date. The date of birth will enter into the box when you select the date.

8. Indicate on the form if you have any requirements for interview. If yes, please detail the requirements you need to attend the interview in the text box provided.
9. All relevant qualifications should be entered into the text box, this should include:
 - Institution attended
 - Qualification gained
 - Subject area if applicable
 - Grade
 - Date obtained

Please provide details of higher education and other relevant education or training courses:

Institution attended: Qualification: subject: Grade Date:

Please ensure all relevant details are included and accurate as shortlisting can only be based on the information provided.

10. Work experience to date is the next section; you need to include the employer, dates of employment, the job title and main duties of the post.

Beginning with your current or most recent employment, provide details of work experience, including paid and voluntary work:

Employer: Job Title: Main duties & responsibilities: Dates:

11. A section for any other details that you feel are relevant to the post is offered, this is a text box and should only contain information that is relevant to the role(s) that you wish to be considered for.

12. All successful applicants will be required to have an enhanced Access NI check completed prior to any matching with students. On the application form you are required to make a declaration of any civil wrongs and if you have a criminal record.

Declaration

Have you ever been liable for any civil wrongs?
 No Yes

If Yes, please give details:

Have you a criminal record?
 No Yes

If Yes, please give details:

13. Two references are required, please ensure that two referees with a valid email address and contact number are provided in the text box. You should also include their relationship to you.

The Register will not make contact with any referees until after the interview has taken place.

14. The last area is to confirm that the information that you have provided is accurate and correct, this is done by checking the tick box provided:

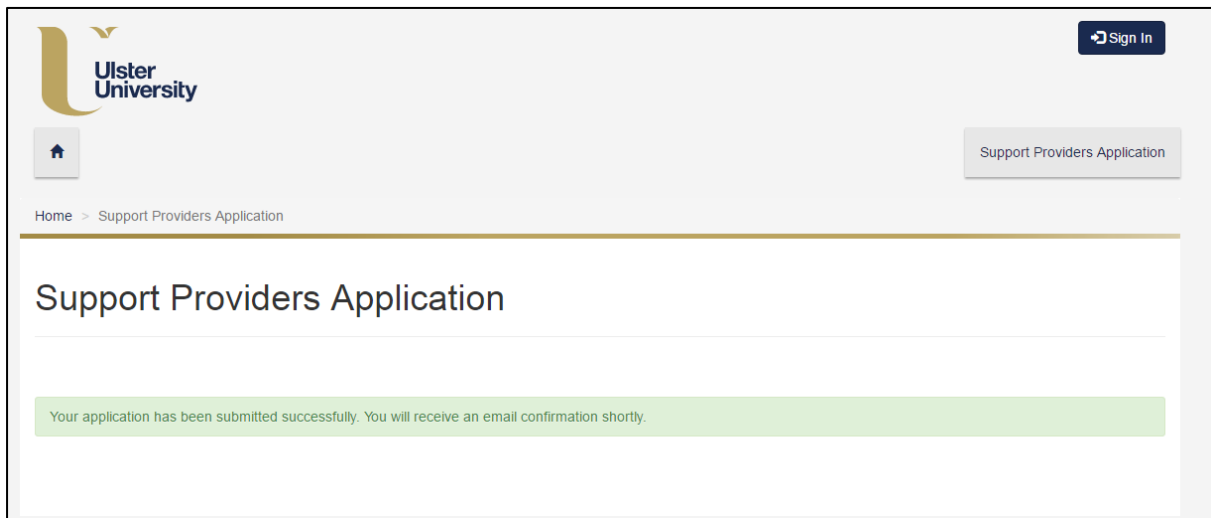
I confirm that to the best of my knowledge the information given on this form is correct.

I Confirm the details given are Accurate *

Please note that any applications made with misleading or false information will be immediately withdrawn from shortlisting.

15. Click the submit button to send the form, please note that the form is sent instantly and cannot be recalled so check all sections of the form are completed prior to submitting.

16. Please do not close your browser straight away. After a few short moments, the screen should display this message to indicate the process is completed.



The Register will be in contact to the email address you provided to advise of the outcome of shortlisting.