**APPLICATION FOR EMPLOYMENT**

Sheffield Hallam Students' Union is committed to ensuring that its workforce represents the diversity of the community it serves. This application form has been designed to ensure that everyone applying for a job with us has an equal and fair chance.All information provided will be treated in strict confidence.

Sheffield Hallam Students' Union is committed to ensuring that its workforce represents the diversity of the community it serves. People are recruited based on their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age sexual orientation, political or religious beliefs. **Please complete the equal opportunities form to help us improve and encourage applications from under-represented groups in our city.**

**Please return this form, by the closing date either by email to:** [**hubsrecruitment@shu.ac.uk**](mailto:hubsrecruitment@shu.ac.uk) **or by post:** Hubs Recruitment, Sheffield Hallam Students' Union, The HUBS, Paternoster Row, Sheffield, S1 2QQ.

**APPLICATIONS MUST BE RECEIVED BY 10.00 a.m. ON THE CLOSING DATE SPECIFIED ON THE JOB ADVERT. LATE APPLICATIONS CANNOT BE CONSIDERED.**

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| **POSITION APPLIED FOR:** | Digital Marketing Assistant (placement) | |
| Where/how did you hear about this position? | |  |

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| **First name/s:** |  | **Last Name:** |  |
| **Address:** |  | | |
| **Town:** |  | **Post Code:** |  |
| **Contact number:** |  | **email:** |  |

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| **EDUCATION/QUALIFICATIONS** |

Please give details of any academic, vocational or professional qualifications obtained.

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| --- | --- | --- | --- |
| **Institution or awarding body** | **Title of course or subject** | **Result / level attained** | **Date attained** |
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| **TRAINING** |

Please give details of any relevant training courses you have attended

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| **Training Provider:** |  | | |
| **Title of course:** |  | **Date:** |  |
| **Training Provider:** |  | | |
| **Title of course:** |  | **Date:** |  |
| **Training Provider:** |  | | |
| **Title of course:** |  | **Date:** |  |

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| **SUITABILITY FOR THE POST:** Please state why you think you are suitable for the role. |

Please use this space to tell us about the skills, knowledge, and abilities you must do the job.

You will only be shortlisted if you **meet the essential requirements** of the Person Specification so when completing the application, it is important to refer to **all the essential attributes** to demonstrate you can meet these criteria in full.

You should ensure that you explain your example in full - can you explain the situation/task that you undertook or the action you took ownership of and the reflection that you did to consider the success or learning that you experienced in that situation?

The **desirable attributes are also important** to reflect on within your form. If you don't have specific experience, do you have transferrable skills?

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|  | **Person Specification - Criteria** | **Evidence of relevant experience** |
| 1.1 | Registered on a Digital Marketing course at Sheffield Hallam University OR a related creative subject (essential criteria) |  |
| 1.2 | Related professional qualification (desirable criteria) |  |
| 2.1 | Experience working within the Higher Education/Students’ Union movement or similar third-sector organisation (desirable criteria) |  |
| 2.2 | Experience in copywriting, editing and proofing (essential criteria) |  |
| 2.3 | Experience in creating video content for social media (essential criteria|) |  |
| 2.4 | Experience in using content planning and scheduling software to manage workload and priorities (essential criteria) |  |
| 3.1 | An understanding of social media and trends (essential criteria) |  |
| 3.2 | Ability to think creatively and to solve problems in a fast-paced environment (essential criteria) |  |
| 3.3 | Ability to work unsupervised, on own initiative and work to deadlines, managing several projects simultaneously, with conflicting deadlines. (essential criteria) |  |
| 3.4 | Ability to develop strong working relationships with key stakeholders in a timely and efficient manner (essential criteria) |  |

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| **PERSONAL STATEMENT:** |

*This is where you have a chance to explain why you are applying for the position of Digital Marketing Assistant (Placement). Please use this space to discuss why you think you would be a suitable applicant, and which skills and attributes you will bring to the role. Please write no more than 500 words.*

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| **EMPLOYMENT HISTORY** |

*Please give details of any employment/work experience, including voluntary work and training schemes.*

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| **Name of Employer/work experience:** |  | | |
| **Address:** |  | | |
| **Position held:** |  | | |
| **Brief description of duties:** |  | | |
| **Date post held from:** |  | **Date of leaving:** |  |
| **Current salary (if applicable):** | **£** | | |

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| --- | --- | --- | --- |
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| **Brief description of duties:** |  | | |
| **Date post held from:** |  | **Date of leaving:** |  |
| **Current salary (if applicable):** | **£** | | |

**Compliance with GDPR (data protection law.)**

As part of any recruitment process, SHSU collects and processes personal data relating to job applicants.

The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

If your application for employment is unsuccessful, the organisation will hold your data electronically on file for 6 (six) months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment.

You are under no statutory or contractual obligation to provide data to SHSU during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

For more information on how we use the information you have provided, please see our privacy notice which can be located on our website.

**Please confirm that you have read this information and that you accept the privacy policy**.

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| **DECLARATION** |

I declare that all the information I have given on this application form is true to the best of my knowledge and belief. I understand that my application may be rejected and/or I may be dismissed if I have given false information or withheld relevant details.

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| **Name:** |  | **Date:** |  |