**Personal Details A**

|  |  |
| --- | --- |
| **Applicant Number:** | **Vacancy Reference Number:** |
| **Office Use Only** |

**About this Form**

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.

This form will be photocopied, so please type or write clearly in black ink and tick the correct boxes

**This information along with the pre-employment health declaration and details of convictions forms will be separated from the application form and will not be available to the panel shortlisting.**

**Position Applied For:**

**Where did you see this vacancy advertised?**

**Are you applying to job share this vacancy? Yes No**

**Personal details**

**First Name(s) Last Name**

**Address**

**Post Code**

**Telephone Number**

**Email Address**

**Referees**

Please give details of two people to act as referees. These must include either your current or most recent employer, not friends or relatives.

**Name Name**

**Job Title Job Title**

**Address Address**

**Telephone number Telephone number**

**Email Address Email Address**

The policy of the Union is not to take up references until an offer of employment has been made and accepted**.**

**SHEFFIELD HALLAM STUDENTS' UNION**

**Pre-Employment Health Declaration Form**

Pre-employment health screening is necessary in order to protect potential staff members from injury due to work for which they are not fit. It is also intended to check on the fitness of employees for tasks which involve a potential risk to the safety of other employees, students or the public.

This form will only be used to decide whether or not you will be referred to the Occupational Health Department for a more detailed assessment of your health and will NOT be used to decide whether a job offer is made. Therefore, please note that, the disclosure of any illness or disability will not disqualify applicants.

1. **How many days of sickness absence have you had in the past two years? (Please tick one box)**

a) None …. d) 11-15 days ….

b) 1-5 days …. e) More than 15 days ….

c) 6-10 days ….

**2. On how many occasions have you been absent due to sickness in the past two years? (Please tick one box)**

a) None …. d) 5-6 occasions ….

 b) 1-2 occasions …. e) More than 6 occasions ….

 c) 3-4 occasions ….

**3. Do you currently, or have you ever suffered from any of the following medical conditions?**

Back Injury YES/NO Epilepsy YES/NO Asthma/Bronchitis YES/NO

Diabetes YES/NO Skin Disease YES/NO Heart Disease YES/NO

**4. Do you consider yourself to be disabled** YES/NO

If yes, please give details:

 ………………………………………………………………………………………………………………..

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**5. Are you a smoker?** YES/NO

**6. I declare that my answers to the above questions are true. I accept that if it becomes clear that I have withheld any relevant information I will be disqualified as a candidate. Should this be discovered after appointment, I accept that I will be liable to dismissal without notice.**

**Surname: …………………………………………………………………………….**

**First Name: …………………………………………………………………………….**

**Signature: ………………………………………………………………………........**

**Date: …………………………………………………………………………….**

**Post Applied For: …………………………………………………………………………….**

# SHEFFIELD HALLAM STUDENTS' UNION

# Details of Convictions

Have you ever been found guilty by any court or court martial of any offence?

Yes/No\*

(\*delete as applicable)

If yes, give full details below, including date and nature of offence/s, date of all conviction/s and sentence/s imposed.

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(continue on a separate sheet if necessary)

Please note that we may check these details, however disclosure of conviction does not prevent employment.

N.B.

1. A conviction involves being found guilty and also includes being bound over, placed on probation or given a conditional or an absolute discharge. In line with the guidelines contained in the Rehabilitation of Offenders Act 1974..

(b) You are not required to disclose any conviction which is considered to be spent by virtue of the Rehabilitation of Offenders Act 1974.