**Detailed Application Form**

Confidential



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| --- | --- |
| **Office use only** | |
| **Applicant Number:** | **Vacancy Reference Number:** |

**Sheffield Hallam Students' Union is committed to ensuring that its workforce represents the diversity of the community it serves.**

Please do **not** submit a CV, but complete all relevant sections of this form.

All information provided will be treated in strict confidence.

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| **Position Applied For:** |

**Employment Record**

Please give details of present and previous employment/work experience, including voluntary work and training schemes. This section should be completed in date order with **current or most recent job first.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address of Employer**  (Current/Most recent first) | **Job Title** | **From:** | **To:** |
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**Current salary £**

**Please give us a brief outline of your duties and responsibilities in your current job:**

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**Education, qualifications and training**

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

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| --- | --- | --- | --- |
| **School, College or University** | **Title of course or subject** | **Results / level attained** | **Date attained** |
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**Training**

Please give details of any relevant training courses you have attended.

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| --- | --- |
| **Title of course** | **Date** |
|  |  |
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**Additional Information**

Please use this space to tell us about the skills, knowledge and abilities you have to do the job. You should read carefully the person specification provided to show how you fulfil the requirements. Please use additional sheets of paper if required.

**Declaration**

I declare that all the information I have given on the adjoining 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.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Please return to:**  Recruitment  Sheffield Hallam Students' Union  The HUBS  Paternoster Row  Sheffield S1 2QQ | **Alternatively email to:**  hubsrecruitment@shu.ac.uk  by the closing date |
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