**APPLICATION FOR EMPLOYMENT - STUDENT STAFF**

Sheffield Hallam Students' Union is committed to ensuring that its workforce represents the diversity of the community it serves. People are recruited on the basis of 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:** Community Organiser | |
| **First name/s:** | **Last Name:** |
| **Address:** | |
| **Contact number:** | **Email:** |
| **Course:** | **Student Number:** |
| **Current year and level of study (eg Level 5 – Year 2 undergraduate):** | |
| **Where/how did you hear about this position?** | |

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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 have to do the job.

You will only be shortlisted if you **meet the essential requirements** (E) 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 (D) are also important** to reflect on within you form. If you don't have specific experience do you have transferrable skills?

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|  | **Person Specification - Criteria** | **Evidence of how you meet this criteria** |
| 1.1  (E) | Current Student at Sheffield Hallam University (for the 2025-2026 Academic Year) **- Yes or No** |  |
| 2.1  (D) | Experience of working with a variety of people from different backgrounds. |  |
| 2.2  (E) | An interest in or experience of campaigning & community work, and enthusiasm for achieving meaningful change that positively impacts the lives of others. |  |
| 2.4  (E) | Experience of actively engaging in the Hallam community, examples include but are not limited to societies, the representation system, political student groups, sports clubs. |  |
| 3.1  (E) | Excellent organisational skills, attention to detail and the ability to prioritise workload and manage own time. |  |
| 3.3  (E) | Ability and confidence to work and communicate effectively with a diverse group of people, using both written and verbal communication skills. |  |
| 3.5  (E) | Able to maintain up to date knowledge on current and key affairs, both social and political which impact Hallam students |  |
| 3.6  (E) | Ability to be work well within a team and build strong working relationships with a wide range of people, including students and professional organisations. |  |
| 3.7  (E) | Possess a genuine interest in making a positive contribution to the overall student experience at Sheffield Hallam Students' Union |  |
| 3.8 (E) | Evidence of consistently maintaining and upholding commitments within a role (this could be a paid role, or a group project). |  |

**Agreements:**

* By completing this application form you certify that you are an enrolled student of Sheffield Hallam University for the academic year 25/26.
* Failure to reveal information that is relevant to the position sought or making a false declaration could lead to the possible removal of your application from this process.
* If you have anything to declare or wish to discuss this point further a confidential appointment with an appropriate Students' Union member of staff will need to be arranged to discuss the matter. Please contact Sally Pleming, HR & EDI Specialist, at [s.pleming@shu.ac.uk](mailto:s.pleming@shu.ac.uk) to arrange an appointment.

Please tick that you understand and agree with the above statements

**Declaration for Data Protection**

I understand and agree that the information I provide on this form will be held by Hallam Students' Union (HSU) and used by the organisation to process my application. My information will not be used for any other purpose by Sheffield Hallam Students' Union and will not be passed onto any other third party without my permission.

I understand and agree that the information I provide on this form will be processed and retained in accordance with the Data Protection Act and HSU's data protection policy.

**Printed Name: Signed:**

**Date:**