**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 bases 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.*

**Once completed, return this form, by the closing date either by email to:** [**hubsrecruitment@shu.ac.uk**](mailto:hubsrecruitment@shu.ac.uk)

**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:** | |
| **First name/s:** | **Last Name:** |
| **Address:** | |
| **Contact number:** | **Email:** |
| **Course:** | **ID/Card Number:** |
| **Current year and level of study (e.g. 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 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  E | Must be registered on a Sheffield Hallam University course. |  |
| 2.1  E | Experience of providing excellent customer service. |  |
| 2.2  D | Experience of facilitating and supporting events and trips. |  |
| 2.3  E | Ability to work with and engage diverse groups of people. |  |
| 3.1  D | Awareness of what the Students' Union does. |  |
| 3.2  D | Have knowledge of using social media platforms, with a passion for communicating via these channels. |  |
| 4.3  E | Ability to work as part of a team and create strong working relationships. |  |
| 4.4  E | Ability to communicate and confidently respond to queries from a diverse range of people using your own initiative |  |

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| **PERSONAL STATEMENT:** |

*This is where you have a chance to explain why you are applying for the position of Student Communities Assistant, Student Staff. 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 250 words.*

**Agreements:**

* By completing this application form you certify that you are an enrolled student of Sheffield Hallam University for the academic year 24/25.
* 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 Sheffield Hallam Students' Union (SHSU) 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 SHSU's data protection policy.

Printed Name: Signed:

Date: