**APPLICATION/SUPPORTING STATEMENT**

Sheffield Hallam Students' Union is committed to ensuring that its workforce represents the diversity of the community it serves. This supporting statement form has been designed to ensure that everyone applying for a job with us has an equal and fair chance.

**Please read before submitting your application**

* Please submit a concise CV along with this form.
* All information provided will be treated in strict confidence.
* You will only be shortlisted if you **meet the essential requirements** of the job specification. The decision to shortlist you for interview will be solely based on the information you provide in your application.
* More detailed guidance for completing the supporting statement is available on our website.
* 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. This form will not be shared with the recruiting panel.**

**Please return this form, along with your CV by the closing date either by post or by email to:**

Hubs Recruitment,

Sheffield Hallam Students' Union

The HUBS, Paternoster Row, Sheffield, S1 2QQ

email: hubsrecruitment@shu.ac.uk

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| --- | --- |
| **POSITION APPLIED FOR:** | |
| Are you applying to job share this vacancy? | Where did you see this vacancy advertised? |

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

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| **REFEREES** |

Please give details of two people to act as referees. These must include either your current or most recent employer. We will not accept friends or relatives as referees. It is the policy of Sheffield Hallam Students' Union not to take up references until an offer of employment has been made and accepted**.**

**Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Job title: |  |
| Organisation: |  | | |
| Address: |  | | |
| Town |  | Post Code |  |
| Contact number |  | email |  |

**Referee 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Job title: |  |
| Organisation: |  | | |
| Address: |  | | |
| Town |  | Post Code |  |
| Contact number |  | email |  |

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| **SUPPORTING STATEMENT** |

We will recruit solely on merit and in order to do this we will seek to match the information you provide against the criteria in the person specification for the role. Therefore you should ensure that you provide evidence of relevant experience and skills, including areas other than paid work. You will only be shortlisted if you meet the essential requirements of the job specification. The decision to shortlist you for interview will be solely based on the information you provide in the application form.

**Further guidance on completing this form is available on our website.**

|  |  |
| --- | --- |
| **Please explain below how your skills and experience can be applied to this role based on the key requirements set out in the Person Specification** | |
| Criteria No. | Evidence |
|  |  |

**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, and/or 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 tick to 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:** |  |