**Application for Employment – Student Staff (Lead Representative)**

Please download or print the Application Form and Equal Opportunities Monitoring Form (see below also), complete and return 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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| **APPLICANT DETAILS:** |

**Fields labelled as \* are mandatory fields.**

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| **POSITION APPLIED FOR:** | |
| \* First name/s: | \* Last Name: |
| \* Address: | |
| \* Contact number: | Student Email: |
| \* Personal Email: | |
| \* Current Status: Choose an item. | |
| \* Course: | ID/Card Number: |
| \* Current year and level of study (e.g. Level 5 – Year 2 undergraduate): | |
| \* Course Start Date: | \* Expected Course End Date: |
| \* 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 must 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 how you meet this criteria** |
| 1.1 | Registered on a degree programme at Sheffield Hallam University. [E] |  |
| 2.1 | Experience of doing well in a role that requires proactive communication with students or other groups, either paid or voluntary. [E] |  |
| 2.2 | Experience of working as a Course or Lead Representative or similar. [D] |  |
| 3.1 | A commitment to diversity and representing all demographics of students within your department.[E] |  |
| 3.2 | Strong organisational skills, with the ability to work flexibly and independently, whilst managing own workload and adhering to set deadlines. [E] |  |
| 3.3 | Ability to work well with others with different perspectives, including with University staff. [E] |  |
| 3.4 | Ability to present information in a clear and engaging manner, using the Microsoft Office Suite e.g. Word, Excel, PowerPoint. [E] |  |
| 3.5 | Possess a genuine interest in making a positive contribution to the overall student experience at Hallam Students’ Union. [E] |  |

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| **PERSONAL STATEMENT:** |

*This is where you have a chance to explain why you are applying for the position of Lead Representative.*

*Please use this space to discuss why you think you would be a suitable application, 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.
* 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 [hubsrecruitment@shu.ac.uk](mailto:hubsrecruitment@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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**