**Application for Employment – Student Staff (Placement)**

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 (eg Level 5 – Year 2 undergraduate): | |
| \* Course Starte 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. |

We will recruit solely on merit and in order to do this we will seek to match the information you provide against the person specification for the role, therefore, you should ensure that you address each point identified in the person specification and provide evidence of relevant experience and skills, including areas other than paid work.

**Please tell us in the box below how you meet each criteria/requirement. Examples can be from voluntary or paid work, examples within your studies or drawn from other relevant life experiences.**

\*This is desirable, but not essential – leave blank if not applicable

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|  | **Criteria** | **Evidence of relevant experience** |
| 1.1 | Registered on a Digital Marketing course at Sheffield Hallam University OR a related creative subject **(Essential)** |  |
| 1.2 | Related professional qualification or experience **(Desirable)** |  |
| 2.1 | Experience working within the Higher Education/Students’ Union movement or similar third-sector organisation **(Desirable)** |  |
| 2.2 | Experience in copywriting, editing and proofing **(Essential)** |  |
| 2.3 | Experience in creating video content for social media **(Essential)** |  |
| 3.1 | An understanding of social media and trends **(Essential)** |  |
| 3.4 | Ability to develop strong working relationships with key stakeholders in a timely and efficient manner **(Essential)** |  |

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| **PERSONAL STATEMENT:** |

*This is where you have a chance to explain why you are applying for the position of Students’ Union Student Engagement Assistant. 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 Sally Pleming, HR & EDI Specialist, 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**