



Detailed Application Form
Confidential

Applicant Number:	Vacancy Reference Number:
Office use only	

Sheffield Hallam University Union of Students is committed to ensuring that its workforce represents the diversity of the community it serves.

Please do **not** submit a CV, but complete all relevant sections of this form. All information provided will be treated in strict confidence.

Position Applied For:

Employment Record

Please give details of present and previous employment/work experience, including voluntary work and training schemes. This section should be completed in date order with **current or most recent job first**.

Name & Address of Employer (Current/Most recent first)	Job Title	From:	To:

Current salary £

Please give us a brief outline of your duties and responsibilities in your current job:

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Education, qualifications and training

Please give details of any academic, vocational or professional qualifications obtained

School, College or University	Title of course or subject	Results

Training

Please give details of any relevant training courses you have attended.

Title of course	Date

Additional Information

Please use this space to tell us about the skills, knowledge and abilities you have to do the job. You should read carefully the person specification provided to show how you fulfil the requirements. Please use additional sheets of paper if required.

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.

Signature: _____ Date: _____

Please return to:

The Office Services Manager
Sheffield Hallam University Union of Students
The HUBS
Paternoster Row
Sheffield S1 2QQ

Alternatively email:

s.darby@shu.ac.uk
by the closing date, and
also send a signed hard
copy by post to the
address on the left
