



SHEFFIELD HALLAM UNIVERSITY UNION OF STUDENTS

Information for Candidates

Thank you for requesting an application pack for a position with Sheffield Hallam University Union of Students. Before completing the form please read the following notes.

Please:

- * read any enclosed additional information before completing the form.
- * complete the form using black/dark blue ink or type for photocopying purposes. All applicants must complete relevant sections of the application form as it plays a fundamental part in the selection process.
- * do not submit a CV
- * state clearly which position(s) you are applying for
- * give all the information you can about yourself and tell us why you think you are suitable for the job
- * sign the declaration on the back sheet
- * do not use staples
- * return the completed forms to:

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

You may return the application by email to: s.darby@shu.ac.uk but you must also send a signed hard copy to the above address before the closing date.

You will be informed within 2 weeks of the closing date for receipt of applications whether you have been selected for interview, or whether your application has been unsuccessful.

If you feel that you may have been unfairly treated during any part of the recruitment process you can complain by writing to:

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Sheffield Hallam University Union of Student
The Hubs
Paternoster Row
Sheffield S1 2QQ