**Students’ Union Department Representative   
Application Form**

Download or print the Application Form and Equal Opportunities Monitoring Form, complete and return by email to: [hubsrecruitment@shu.ac.uk](mailto:hubsrecruitment@shu.ac.uk)

*Please be aware you must be a student at Sheffield Hallam for the 2024/25 academic year (until June) to be a Department Representative.*

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| **APPLICANT DETAILS:** |

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| **Name:** | | Student number: |
| Course: | Level of study in the 2024/25 academic year  *(e.g. Level 5 – Year 2 Undergraduate):* | |
| Address: | | |
| Contact telephone number *(please ensure this is up to date as we may contact you via this method regarding interviews):* | | |
| Preferred email address: | | |
| 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 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 which will be assessed at application stage (A).

Please tell us in the box below how you meet each criterion/requirement. Examples can be from voluntary or paid work, within your studies or drawn from other relevant life experiences. Where a criterion is Desirable (D) you can leave this blank but ideally you should try to think of something you have done which demonstrates your ability to meet the criteria even if indirectly.

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|  | **Criterion** | **Evidence of relevant experience** |
| 2.1 (E) | Experience of doing well in in a role that requires proactive communication with student or other groups, either paid or voluntary |  |
| 2.2 (D) | Experience of working as a Course or Department Representative or similar |  |
| 3.2 (E) | Strong organisational skills, with the ability to work flexibly and independently, whilst managing own workload and adhering to set deadlines. |  |
| 3.3 (E) | Ability to work well with others with different perspectives, including with University staff. |  |

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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 Department 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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_