



Sheffield Hallam University -
Universiti Tunku Abdul Rahman

International Work Experience
Application Form



Sheffield
Hallam University

SHARPENS YOUR THINKING

Completing and returning your form

Send your completed form to

Sheffield Hallam University
Suite 19A-21-3A
Level 21
UOA Centre
19 Jalan Pinang
50450 Kuala Lumpur
Malaysia

Or e-mail Daniel chi – d.chi@shu.ac.uk

Any questions?

Call us on +6 03 2171 2239 if there is anything else you need to know about completing this form or the recruitment process.

You will be informed as soon as possible after the closing date if you have been shortlisted. If you have not received notification from us within four weeks of the closing date please assume that you have not been successful on this occasion.

SHU-UTAR International Work Experience Programme application form

All applicants must complete the application form in full.

Please use black ink or type to complete the form.

Application for the post of

Closing date

Duration of placement required 10 weeks / 12 weeks (please delete as appropriate)

Personal details

Surname

Forenames

Title

Address

Postcode

E-mail

Main contact telephone number

Alternative number

Emergency contact details

Name

Relationship

Address

Postcode

E-mail

Main contact telephone number

Alternative number

Education and qualifications

Higher education: Course currently enrolled at UTAR

Name of award	Current semester/Year of study	Subjects taken (please list)

Secondary education

Establishment	Name of award	Year completed

Training courses

Please give details of any non-qualification training courses recently taken, relevant to the application.

Duration	Title	Brief details

Membership of learned/professional societies or professional associations

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Employment

Please state exact dates and, where applicable, hours per week for any part-time appointments.

Current/most recent employment

Employer name and address	Full-time or part-time	Date of appointment	Salary and grade

Post title and brief description of duties
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Reasons for leaving and notice required

Previous employment

Please start with the most recent employment, including details of any relevant unpaid work.

Employer	Post title, brief description of duties and reason for leaving	Full-time or part-time	Date From to	Salary and grade

Information

Other information in support of application

Please outline your relevant experience, skills and abilities – gained both in and out of work – to demonstrate how you meet the skills/experience detailed on the person specification/role outline.

References

Please provide the names of three referees*

If you are successful at interview up to one reference will be requested.

Please tick to confirm that you agree with this.

We will not confirm an offer of place on the International Work Experience Programme without receiving references which are satisfactory to Sheffield Hallam University.

Please use **BLOCK CAPITALS** and give all addresses in full with fax/e-mail details if possible.

Note: To tick a box – copy and paste this symbol ✓ in front of the appropriate box and then delete the box.

Referee 1

Name	Position held
Address	Postcode
Telephone number (work)	(mobile)
E-mail	Fax

Declaration

I declare that, to the best of my knowledge, the information given in this application is correct. I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal.

Signature

Date

If you are sending this form to the University by e-mail then you should note that, in the absence of this signature, the e-mailing of this application constitutes your personal certification that the details are correct.