## **APPLICATION FOR EMPLOYMENT FORM**

If you have a disability and you require to have this form, or submit the information in another format e.g. in larger print or on audiotape, please contact us by writing or telephoning the Human Resources Department on: 01223 334904 (or 335072).

Christ’s College takes your privacy seriously. We will only use your personal information to process and administer your application. Christ’s College processes and stores personal information in accordance with the Data Protection Act, and the College’s Data Protection Policy can be found at <https://www.christs.cam.ac.uk/college-administrative-information-and-policy-documents>

The application form, rather than a curriculum vitae (CV), is preferred to ensure that information is presented in a standardised format and that only the details we require are provided. This ensures that all applicants are treated fairly and equally.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully and accurately as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper. On each additional sheet used, write your name and the post applied for, together with the section you are answering. If any section does not apply to you, please write N/A. If you are handwriting the form, please complete it using **black ink** andBLOCK CAPITALS.

# Job Details

|  |  |
| --- | --- |
| Position Applied for: |  |
| Where did you see the job advertised? |  |

#### Personal Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last Name |  | | Other Name(s) |  |
| Address |  | | | |
|  | | | |
|  | | | |
| Postcode: |  | | |
| Telephone Numbers: Day: | |  | | |
| Business | |  | | |
| E-mail: | |  | | |

### Current Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name  (or most recent if unemployed) | Employer Address | Job Title | Start and End Dates |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Notice Required |  | Current Salary |  |

# Current Employment Cont’d

|  |
| --- |
| Main Duties and Responsibilities |
|  |

|  |  |
| --- | --- |
| Reasons for Leaving |  |

|  |  |
| --- | --- |
| Have you previously worked, or applied to work, at Christ’s College? | [Yes] [No] |
| If yes, please give details including dates and position. |  |

# Employment History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please summarise all positions held over the last 10 years, since completing your full time education, starting with your most recent positions. If you have no employment record, include details of other work (e.g. voluntary work). *Please continue on a separate sheet if necessary.* | | | | |
| Employer Name and Address | Job Title and Key Responsibilities | Start and End Date (month/year) | Salary on Leaving | Reason for Leaving |
|  |  |  |  |  |

# Personal Profile and Suitability for Employment

|  |
| --- |
| Please outline here why you have applied for this vacancy and how you match the criteria for the job. What skills and knowledge specific to this role can you offer? (Please refer to the job description/person specification.) |
|  |

# Education and Professional Training

Formal academic and professional qualifications. Please include College and University education details:

|  |  |  |  |
| --- | --- | --- | --- |
| Place of Learning | | Qualifications and Grades Achieved | Subjects Studied |
|  | |  |  |
| Other relevant training or qualifications (e.g. short courses, on-the-job training, etc.) | | | |
|  | | | |
| Membership of professional/technical bodies |  | | |

|  |  |
| --- | --- |
| If you are unsuccessful in your application for this role, do you wish to be considered for future opportunities in Christ’s College that arise within three months of your application? | [Yes] [No] |

# Conflicts of Interest

|  |
| --- |
| Do you have any personal relationships with any current member of staff? *(this might include immediate family, close relationships/friendships, close business, commercial or financial*  *relationships.)* **Please circle:** |
| [Yes] [No]If yes, please give details: |

**Legal Convictions**

|  |
| --- |
| Have you any unspent convictions, cautions, reprimands, warnings or bind-overs? (Declaration subject to the Rehabilitation of Offenders Act 1974)**Please circle:** |
| [Yes] [No]If yes, please give details:  Please note that some positions at the College require us to undertake a DBS check at the time of job offer. Having a criminal record will not necessarily be a bar to obtaining a position with the College. |

### Eligibility for Employment in the UK

|  |
| --- |
| Are you a Settled Worker? (i.e do you have the permanent right to work in the UK – for example, as a British or EEA citizen |
| [Yes] [No]  If No, please provide details of your current eligibility to live and be employed in the UK: |

# General Information

|  |  |
| --- | --- |
| Please give details of any existing holiday commitments |  |

**References**

|  |  |
| --- | --- |
| *No contact will be made with your referees without your express prior consent.* | |
| **Current Employer** | **Penultimate Employer or College Tutor (whichever is more recent)** |
| Name | Name |
| Position | Position |
| Company/Organisation Name and Address | Company/Organisation Name and Address |
| Telephone Number | Telephone Number |
| Email Address | Email Address |
| Do we have permission to contact this referee before the interview?  **[YES] / [NO]** | Do we have permission to contact this referee before the interview?  **[YES] / [NO]** |
| Do we have permission to contact this referee following a verbal offer of employment to you?  **[YES] / [NO]** | Do we have permission to contact this referee following a verbal offer of employment to you? **[YES] / [NO]** |

# Declaration

I confirm that the information I have given in this application, including any supporting documentation, is correct and complete. I understand that misleading or false information, or failure to disclose any relevant information may be sufficient for cancelling any agreements made or subsequent contracts of employment.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your interest in employment at Christ’s College. Please return this completed application form either by post or email, together with the equal opportunities monitoring form (completion of which is optional).

**HR Manager Main Tel: 01223 3334904**

**Christ’s College E-mail: jobs@christs.cam.ac.uk**

**St Andrew’s Street**

**Cambridge**

**CB2 3BU**