

**APPLICATION FOR EMPLOYMENT**

**Completion Notes**

This application form is used to ensure that all the information we require is presented in a standardised format and promotes fairness and equality of treatment. Please complete each section and do not leave any blanks. If a section does not apply to you please write N/A.

The information you provide will be processed in accordance with our [GDPR statement](https://www.caths.cam.ac.uk/about-us/college-documents/data-protection/staff-and-fellows-data-protection-statement) (for employment selection and statistical purposes) and will be retained for successful candidates. Applications from unsuccessful candidates will be retained for up to six months.

Please complete each section below.

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|  |  |
| --- | --- |
| Position applied for: |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Full Name & Title: |  |
| Full Address: |  |
| Telephone Numbers: |  |
| Email: |  |
| Nationality: |  |
| Are you eligible to work in the UK: | Yes / No |
| Please state what original documents you can provide to demonstrate this:  e.g. Passport, travel documentation, birth certificate, European Economic Area identity card, work permit | |
| Do you hold a valid UK Driving Licence? | Yes / No  If yes, is it for manual or automatic vehicles? |

**EDUCATION/QUALIFICATIONS/TRAINING**

Starting with the most recent, please give details of your education and training. (Higher Education/Degree certification appropriate to the post will be required if you are called for interview.)

|  |  |  |  |
| --- | --- | --- | --- |
| School/College/University/  Provider | Dates | | Qualifications gained with grade, if any |
| From | To |
|  |  |  |  |

**EMPLOYMENT HISTORY**

Please give details of all positions held since completing your full time education, starting with your most recent position. Please also provide details and reasons for any gaps in your employment history or between finishing education and starting employment if relevant.

If you have no employment record, include details of other work (e.g. voluntary work).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Employer | Position or Key Responsibilities | Reason for  Leaving |
|  |  |  |  |  |

**RELEVANT SKILLS, EXPERIENCE AND INTERESTS**

Please use this space to provide further information to support your application including how you believe your skills, experience or interests may make you a suitable candidate for this role.

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|  |

**ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Do you have any personal relationships with any current member of staff at St Catharine’s College? [T*his might include immediate family, close relationships/friendships, close business, commercial or financial relationships.]* | Yes / No  If yes, please give details: |
| Have you been dismissed or resigned pending disciplinary or capability proceedings from a previous employment?  *[If you have answered yes to this question, the employer may be consulted, depending on the circumstances.]* | Yes / No  If yes, please give details: |
| Amount of notice you are required to give your current employer: |  |
| Please give details of any existing holiday commitments: |  |

**LEGAL CONVICTIONS**

|  |  |
| --- | --- |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | Yes / No  If yes, please give details: |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | Yes / No  If yes, please give details: |
| Please note that, in accordance with statutory requirements, for some positions, an offer of appointment may be subject to a satisfactory Disclosure and Barring Service (DBS) check. | |

**REFERENCES**

Both references should normally be work related references and include your present employment (or your most recent employer), or course tutor if currently a student.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email Address: | Email Address: |
| Can we contact this referee before the interview? | Can we contact this referee before the interview? |

I confirm that the information I have given in this application for employment, including any supporting documents is correct and complete. I understand that failure to disclose any relevant information or the provision of false information will nullify any subsequent contract of employment.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |