



APPLICATION FOR EMPLOYMENT

Please complete in black ink

This form has two parts. The application form must be completed and returned as part of your application for the advertised appointment. If you have an up-to-date curriculum vitae, please attach it to this form. If you do so, you will not need to complete sections two, three and four of this form. The Equal Opportunities form is optional but if you fill it out it will help us to make sure that our equal opportunities policy works and that we are advertising in the right places. We will separate this part from the rest of the form when we get it. We will not use it as part of the selection process.

If you experience any difficulty in completing any parts of the form, please leave blank. This will not prejudice your application in any way. We will contact you direct if we require any further information.

Position Applied for:	Department:
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1. Personal Details

Title	Surname	First Names											
Address		Primary telephone: _____ Secondary telephone: _____ Email: _____											
NI Number	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%;"></td> </tr> </table>												
Do you have the right to work in the UK? <input type="checkbox"/> YES <input type="checkbox"/> NO													

2. Education Record

Dates (approx)	Name of Secondary School/College/ University attended	Details of qualifications/ examinations taken	Grade or class
From To			

3. Further Education, Training and Professional Qualifications

Qualifications achieved	Date

4. Employment History

Please start with current or last position. If there are any gaps in employment, please state reason. Please continue on a separate sheet if necessary.

Dates (approx)		Position	Organisation	Brief outline of main duties and any achievements
From	To			

5. Please provide any other relevant information in support of your application

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6. Please explain your interest in and suitability for this post

7. References

Please provide the names and addresses of three people who have consented to act as referees on your behalf, one of whom, if possible, should be your present or last employer. We may wish to take up references if you are short listed for the post, but referees will not be approached at an earlier stage.

Name: _____ Position: _____ Company: _____ Address: _____ _____ _____ Telephone: _____ Email: _____ Relationship to Applicant: _____ _____	Name: _____ Position: _____ Company: _____ Address: _____ _____ _____ Telephone: _____ Email: _____ Relationship to Applicant: _____ _____	Name: _____ Position: _____ Company: _____ Address: _____ _____ _____ Telephone: _____ Email: _____ Relationship to Applicant: _____ _____
Do we have your permission to contact this referee before an interview? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do we have your permission to contact this referee before an interview? <input type="checkbox"/> YES <input type="checkbox"/> NO	Do we have your permission to contact this referee before an interview? <input type="checkbox"/> YES <input type="checkbox"/> NO

First date available for employment	Current salary
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Application Declaration & Data consent	
<ul style="list-style-type: none"> • I confirm that the information I have given in this application for employment form and any supporting documents is correct and complete. • I understand that failure to disclose any relevant information or the provision of false information may lead to dismissal and subsequent termination of contract of employment. • I understand that St Edmund's College will carry out a verification process and will check all or any of the information provided on the application form, given in references and presented as proof of identity. • I agree for release of information under the provisions of the Data Protection Act 1998. • I understand that an appointment, if offered, may be subject to a satisfactory medical examination 	
Signed	Date

Please send the completed form and accompanying documents to: The HR Manager, St Edmund's College, Mount Pleasant, Cambridge CB3 0BN Telephone (01223) 768403: Email HR@st-edmunds.cam.ac.uk