|  |
| --- |
| **APPLICATION FOR EMPLOYMENT****Please type or write in black ink** |



The information given will be processed for employment selection and statistical purposes. The college’s Data Protection Statement sets out how we will collect and process your personal data: <https://www.hughes.cam.ac.uk/wp-content/uploads/2021/06/Hughes-Hall-Data-Protection-Policy1.pdf>

|  |  |
| --- | --- |
| Position applied for |  |
| Please state where you read / heard about this vacancy |  |

### PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| Forename(s) | Surname | Title |
| Current Address:Post code:Immigration Status: 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, do you already have **temporary** permission to work in the UK?Yes [ ]  No [ ] If yes, please specify your visa type and visa end date:**We have a legal responsibility to ensure you are eligible to live and work in the UK.** **Further guidance on right to work checks for EU, EEA or Swiss citizens can be found at:**[**Right to work checks: employing EU, EEA and Swiss citizens - GOV.UK (www.gov.uk)**](https://www.gov.uk/guidance/right-to-work-checks-employing-eu-eea-and-swiss-citizens) | Home telephone:Mobile:Work telephone:May we use your work number to contact you?Yes [ ]  No [ ] E-mail address:  |
| Do you have a UK National Insurance Number (where held):Yes [ ]  No [ ]  |
| Are you known to any member of the College; if yes, please state your relationship. |  |

**EDUCATION, QUALIFICATIONS & TRAINING**

**Education below degree level**

We do not need full details of your GCSEs and A-Levels (or equivalent qualifications). Please give your total number of GCSEs and A-Levels (or equivalents) at grades A\*-C.

Please use the Other details section of the table to give any other information which is relevant, for example, if you have a GCSE or A-Level in a subject that is relevant to this job, if you have AS-Levels or if you have overseas qualifications.

|  |  |
| --- | --- |
| The **total** number of GCSEs (or equivalent) I have at Grade A\* to C is |  |
| The **total** number of A-Levels (or equivalent) I have at Grade A\* to C is |  |
| Other details of education below degree level |
|  |

**Education at or above Degree Level and Training**

Starting with the most recent, please give details of your education at or above degree level and any training which is relevant to your application. We may ask you to produce qualification certificates if we ask you to come to an interview.

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Qualification level (if applicable) | Grade (if applicable) | Place of learning |
|  |  |  |  |

**Professional Body Membership**

Please give details of any professional body membership which you hold.

|  |  |
| --- | --- |
| Professional body |  |
| Membership level |  |
| Start date |  |

**EMPLOYMENT HISTORY**

|  |
| --- |
| Starting with the present, please give details of your full career history. As well as employment, please include any periods of voluntary work, travel, career breaks and unemployment.  |
| Start Date | End Date | Employer | Job title and key responsibilities | Salary and any financial benefits | Reason for leaving or notice period (where applicable) |
|  |       |       |       |       |  |

**SUITABILITY FOR THE ROLE**

|  |
| --- |
| Please review the requirements of the role and provide evidence of how you meet these, using specific examples. It is often helpful to deal with each requirement under a separate heading. You might include interests outside of work that are relevant. **Please continue on a separate sheet if necessary.** |
| When would you be able to take up a new appointment, if successful? |

**Request for reasonable adjustments to the selection process**

We welcome applications from individuals with disabilities and are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

If you wish to do so, please enter any reasonable adjustments connected with a disability which you require to be made to the selection process in the box below. If, however, you would prefer to discuss any special arrangements with us, please contact the HR Manager at hr@hughes.cam.ac.uk

|  |
| --- |
|  |

**CRIMINAL RECORD**

|  |
| --- |
| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the DBS (Disclosure and Barring Service). We will tell you if this is necessary. |

**WORK REFERENCES**

|  |
| --- |
| Please provide details of two people (not relatives or friends) who will each provide an employer’s reference. One of these referees must be your current or most recent employer. If you do not have a current or recent employer, please provide details of your lecturer/course tutor/unpaid work employer etc. |
| Name       | Name       |
| Position and relationship to you | Position and relationship to you |
| Address      | Address      |
| Telephone number       | Telephone number       |
| E-mail address | E-mail 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 [ ]  |

**APPLICANT DECLARATION**

Please read the statements below and then sign and date to confirm your acceptance of them.

I understand how the College will use and store my personal data, having read the section

at: <https://www.hughes.cam.ac.uk/wp-content/uploads/2021/06/Hughes-Hall-Data-Protection-Policy1.pdf>

I confirm that the information I have given in this application 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 / withdrawal of any offer of employment made to me.

I understand that the College may check all or any of the information provided as part of my application or given in references.

I understand that an appointment, if offered, will be subject to the receipt of references, and the outcome of any relevant pre-employment checks, which the College regards as satisfactory.

Signature Date ­­ ­­­