 **CHRIST’S COLLEGE**

**CAMBRIDGE CB2 3BU**

**Porters’ Lodge 01223 334900**

**APPLICATION FOR EMPLOYMENT**

**CONFIDENTIAL**

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| --- | --- |
| **Position Applied for:** |  |

This application form is used to ensure that information we require is presented in a standardised format and that all the necessary details we require are included. This ensures that applicants are treated fairly and equally and we would request that you do not attach or enclose a curriculum vitae (CV) as it will not be considered as part of your application.

If there is not enough space provided on the form, please continue on a separate sheet of paper. Each separate sheet submitted should state your name, the post applied for and the section of the form you are answering. Please complete each section and do not leave any blanks. If a section does not apply to you please write N/A.

### PERSONAL CONTACT DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Other Name(s): | | Surname: |
|  |  | |  |
| Address: | | | |
|  | | | |
| Mobile Telephone No: | | Evening Telephone No: | |
|  | |  | |
| E-mail: | | Work telephone number: | |
|  | |  | |
| May we contact you at work? | | Yes No | |

**CURRENT EMPLOYER** (or most recent employer if not currently employed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer and nature of business | Job Title | From/to month/year | Current salary | Reason for leaving |
|  |  |  |  |  |
| Main Duties, Responsibilities and Achievements: | | | | | |

### PREVIOUS EMPLOYMENT

Please give details of all previous positions held (most recent first) since completing your full-time education. ***Please* c*ontinue on a separate sheet if necessary*.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer and nature of business | Job Title, Key Responsibilities and Achievements | From/to  month/year | Leaving salary | Reason for leaving |
|  |  |  |  |  |

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| --- | --- |
| Have you been dismissed from any previous employment? | Yes No |
| If yes, please give details: | |

### SUITABILITY FOR EMPLOYMENT

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| --- |
| Please outline why you are applying for this post and describe how your skills, abilities, achievements and experience make you suitable. |

### ADDITIONAL INFORMATION

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| Please use this space if you wish to provide any other relevant information in support of your application for employment. (You can include here such factors as your interests, leisure activities etc) |

### EDUCATION AND PROFESSIONAL TRAINING

Please list all GCSEs, O-Levels, A-Levels, NVQs, Degrees and professional qualifications (most recent first). *(Please note****:*** *Christ’s College will require you to bring evidence of all Degrees, professional and work-related qualifications to interview if short-listed.)*

|  |  |
| --- | --- |
| Name of School / College / University attended | Qualifications Gained |
|  |  |

### WORK-RELATED TRAINING (Please list details of all relevant training courses attended.)

|  |  |  |
| --- | --- | --- |
| Date | Name of Course | Qualification Gained |
|  |  |  |

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| **Please tell us about your IT skills:** (Please specify each software package used and your skill level, e.g. basic, intermediate, advanced, or qualification gained.) |

### Conflicts of Interest

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| 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.)* **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*)

Yes No

If yes, please specify:

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 check being attained by the College

### ELIGIBILITY FOR EMPLOYMENT IN THE UK

|  |  |  |
| --- | --- | --- |
| Are you eligible to work in the United Kingdom? Yes No | |  |
| Please state what ORIGINAL documents you can provide to demonstrate this by ticking the relevant box / boxes:  **EITHER ONE of the following:** | | |
|  | British passport | |
|  | Other document showing an authorisation to reside and work in the UK. Examples include biometric residence permit from the Home Office, and online share code to show pre-settled/settled status. | |
| **OR BOTH of the following:** | | |
|  | Birth/Adoption/Nationalisation certificate | |
|  | Document giving the person’s permanent National Insurance number and their name, issued by a government agency or a previous employer | |

### GENERAL INFORMATION

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| Amount of notice you are required to give your current employer: |
| Please give details of any existing holiday commitments: |

### REFERENCES

### Please give the names and contact details of two referees we can contact to provide information in support of your application. One of these should be your current employer. If you are not currently employed, please supply the name of your most recent employer. School or college leavers should give the name of a teacher or tutor.

|  |  |
| --- | --- |
| Current/most recent Employer: Name:  Organisation:  **E-mail:**  Address:  Daytime Telephone Number:  Position held in relation to applicant:  May we contact this referee prior to interview?  **Yes No** | Penultimate employer, College tutor or teacher Name:  Organisation:  **E-mail:**  Address:  Daytime Telephone Number:  Position held in relation to applicant:  May we contact this referee prior to interview?  **Yes No** |

#### Data Protection 2018

Christ’s College is committed to protecting your personal information and being transparent about the information we hold. Our data protection policy and statements can be viewed on our website: <https://www.christs.cam.ac.uk/college-administrative-information-and-policy-documents>

### DECLARATION

I declare that the information given in this application, including any supporting documentation is correct and complete. I understand that any false declaration, misleading statement, or failure to disclose any relevant information may result in my dismissal if my application for employment is successful, or cancel any agreement or offer of employment received. I understand that any job offer is subject to receipt of two references, and if Christ’s College deems it appropriate to the post, a Disclosure and Barring Service check, and/or medical report, all of which must be deemed satisfactory Christ’s College. I also understand that any confirmed permanent offer of employment is subject to a six-month probation period (unless otherwise stated in the application documentation).

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| --- | --- | --- | --- | --- | --- |
| Signed: | |  | Date: |  | |
| Thank you for your interest in employment at Christ’s College. Please return your completed form to Mrs Amanda Burton-Palmer, Assistant to the Human Resources Manager, Christ’s College, Cambridge, CB2 3BU. Applications may also be submitted electronically to jobs@christs.cam.ac.uk. | | | |

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| **CHRIST’S COLLEGE, CAMBRIDGE EQUAL OPPORTUNITIES MONITORING FORM**  **PRIVATE AND CONFIDENTIAL**  Christ’s College is committed to treating all applicants on individual merit irrespective of age, gender, disability, sexual orientation, marital status, religion or belief, race, ethnic or national origin. Completion of this form is optional and anonymous and, with the exception of information regarding adjustments due to disability, none of the contents will be passed to those making short listing or selection decisions. The information will, however, be held in both manual and digital formats and used solely for the purpose of equal opportunities monitoring, to ensure that Christ’s College is selecting applications on the basis of ability to carry out the duties associated with each post. | |
| **Vacancy applied for:** | |
| **Do you regard yourself as disabled\*?** |  |
| If you answered yes to the above, please indicate any facilities or adjustments which you may require in order to attend interview. | |
| \* **Disability Definition**  Individuals who were registered under the Disabled Persons (Employment) Act 1944 are treated as being disabled under the Disability Discrimination Act (DDA). The DDA states ***‘a person has a disability … if he has a PHYSICAL OR MENTAL IMPAIRMENT which has a SUBSTANTIAL and LONG-TERM ADVERSE EFFECT on his ability to carry out NORMAL DAY-TO-DAY ACTIVITIES’.*** The person must satisfy the four criteria in capitals in the above statement to fall under, and therefore be protected under, the DDA. | |

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| --- | --- | --- |
| **GENDER** *(please tick):*  Female  Male  Prefer not to say **Marital Status** ***(****please tick):* Single  Married  Partnered  Divorced  Separated  Prefer not to say | **AGE** *(please tick):*  Under 18  18-24  25-34  35-44  45-54  55-64  65 and over  Prefer not to say | **SEXUAL ORIENTATION** *(please tick):* Bi-Sexual  Heterosexual  Lesbian/Gay  Prefer not to say |

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| **RELIGION/BELIEF** *(please tick):* *(\*Includes Church of England/Scotland/Ireland, Catholic, Protestant and all other Christian denominations.)*  Buddhism Christianity \* Hinduism Humanism  Islam Judaism Sikhism  Prefer not to say No religion or belief  Other *(please write in):* |
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| **Ethnic origin:** *(please tick)*Ethnicity is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.**WHITE:**British English Irish Irish travellerNorthern Irish Scottish Welsh Prefer not to sayAny other White background, please write in:**MIXED/MULTIPLE ETHNIC GROUPS:**White and Asian White and Black African White and Black CaribbeanPrefer not to sayAny other mixed background, please write in:**ASIAN/ASIAN BRITISH:**Bangladeshi Chinese Indian PakistaniPrefer not to sayAny other Asian background, please write in:**BLACK/ AFRICAN/ CARIBBEAN/ BLACK BRITISH:**African Caribbean Prefer not to say Any other Black/African/Caribbean background, please write in: **OTHER ETHNIC GROUP:** Arab Prefer not to say  Any other Ethnic Group, please write in: |

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| **ADVERTISING**  Please tell us how you heard about this vacancy: | | | |
| Cambridge News |  | College website |  |
| jobs@cam.ac.uk |  | Jobs.ac.uk |  |
| Cambridge Reporter |  | Cambridge University Careers Service |  |
| Other (please specify |  |  | |