

Application for Employment



Selwyn College Cambridge

POSITION APPLIED FOR	CHAPEL ADMINISTRATOR	
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Notes to applicants: This application form is used to ensure that information is presented in a standardised format and that only the details we require are provided. If there is not enough space provided on the form please continue on a separate sheet of paper. PLEASE DO NOT ATTACH A CV. Each separate sheet submitted should state your name, the post applied for and the section of the form you are answering. If any section does not apply to you please write N/A. Do not leave any blanks. If you require this form in a larger print, please telephone the HR Officer on 01223 769271.

PERSONAL DETAILS

Surname	Other Name(s)	Title
Current address (including postcode)	Day time contact telephone number	
	Email address	
National Insurance Number		
Have you previously worked or applied to work at Selwyn? If 'Yes' please give details and dates.		Yes / No

ELIGIBILITY FOR EMPLOYMENT

Are you eligible for employment in the United Kingdom? Yes / No

Please state which ORIGINAL documents you can provide to demonstrate this: *(Delete as appropriate)*

One of:	British passport	Yes / No
	European Economic Area identify card or passport	Yes / No
	Travel document showing an authorisation to reside and work in the UK	Yes / No
Or both:	Birth certificate (with name of holder's parents)	Yes / No
	Document showing National Insurance number	Yes / No

CONFLICTS OF INTEREST

Do you have any personal relationships with any current member of staff? (Personal relationships include immediate family, sexual relationships, very close personal relationships, and close business, commercial or financial relationships). If Yes, please give details	Yes / No
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AVAILABILITY FOR WORK

Please give details of any existing holiday commitments

CURRENT EMPLOYER (or most recent if not currently employed)

Name and address of employer	Job title	Start /End date	Reason for leaving
Amount of notice you are required to give your current employer		Current Salary £	
Please supply a brief outline of your main duties and responsibilities			
Significant achievements			

PREVIOUS EMPLOYMENT

Please give details of all previous positions held (most recent first) since completing your full-time education. Continue on a separate sheet if necessary. Please include any periods of voluntary work, travel, career breaks and unemployment. Please continue on a separate sheet if necessary.

Name and address of employer	Job title	Start /End date	Reason for leaving

Please supply a brief outline of your main duties and responsibilities			
Significant achievements			
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Please supply a brief outline of your main duties and responsibilities

Significant achievements

Have you ever been dismissed from any previous employment?

If 'Yes' please give reason(s):

Yes No

OTHER EMPLOYMENT

Please note any employment you would continue if you were successful in obtaining this position and the number of hours you would work.

SUITABILITY FOR THE ROLE

Please describe how your skills, abilities, achievements and experience make you suitable for this job.

Include any relevant posts held in connection with any leisure interests, and, where it is a requirement of the job, whether you can drive and have a clean driving licence.

REASON FOR APPLYING

Why did you apply for this position?

Please continue on a separate sheet if necessary.

FURTHER INFORMATION

Please use this space if you wish to provide any other relevant information in support of your application.

Please continue on a separate sheet if necessary.

EDUCATION & QUALIFICATIONS

Please list all GCSEs and A-Levels (or equivalent) and Degrees. (We will ask you to bring evidence of all Degrees, professional and work-related qualifications to interview if short-listed.)

Name of School / College / University Attended	Certificates / Qualifications / Grade

Please tell us about your IT skills

Specify each software package and your skill level (basic, intermediate or advanced) or qualification gained.

TRAINING Please list all technical, professional or occupational training courses attended. (We will ask you to bring all relevant training certificates to interview if short listed.)

Date (year)	Name of course	Qualification / Certificate gained

Professional Body Membership

Please give details of any professional membership which you hold, including level and start date.

Community or Volunteer Experience

Please state any public offices currently or previously held, any community or voluntary experience, and/or any Territorial / Reserved / Armed Forces commitments you may have.

REFERENCES

Please provide details of two people (not relatives or friends) who we can contact to provide information in support of your application. One of these **must** be your current employer. If you are not currently employed, please supply details of your most recent employer. School or college leavers should provide details of a lecturer or course tutor. Please ensure that your referees are aware of your application.

First Reference

Name	Position
Relationship to you	Organisation
Address	Daytime telephone number
	Email address
May we contact this referee prior to an interview?	Yes / No
May we contact this referee following a conditional offer of employment?	Yes / No

Second Reference

Name	Position
Relationship to you	Organisation
Address	Daytime telephone number
	Email address
May we contact this referee prior to an interview?	Yes / No
May we contact this referee following a conditional offer of employment?	Yes / No

APPLICANT DECLARATION AND DATA CONSENT

The information you have provided will remain private and confidential and will be used to process your application. It will not be passed to third parties or used for other purposes.

If you are successful we will keep your application form. If you are unsuccessful we will destroy it in six months from the date of appointment. Processing will take place in accordance with the Data Protection Act 1998.

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

- I have read the above and I understand and accept how the College will use and store my personal details.
- I confirm that the information I have given in this application for employment 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 or withdrawal of any offer of employment made to me.
- I understand that Selwyn 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

APPLICATION PROCESS

Please return your completed form:

via email to recruitment@sel.cam.ac.uk or

by post to the HR Officer, Selwyn College, Cambridge CB3 9DQ.

Applications will be acknowledged via email. For enquiries about your application please contact the HR Officer (Telephone (01223) 769271 or Email recruitment@sel.cam.ac.uk).

Thank you for your interest in working at Selwyn College.

Private & Confidential

Disability Monitoring Form

This page will be detached from your application prior to it being considered.

Name:

Position Applied For:

Selwyn College welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the selection 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 appointed, to assist them during their employment. We encourage applicants to declare any disabilities in order that any special arrangements can be accommodated.

You are disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

'Substantial' is defined as more than minor or trivial, eg it takes much longer than it usually would to complete a daily task such as getting dressed.

'Long-term' means 12 months or more, eg a breathing condition that develops as a result of a lung infection.

Do you regard yourself in any way disabled? Yes No

REQUEST FOR REASONABLE ADJUSTMENTS

If you answered 'Yes' to the above, please indicate any facilities or adjustments which you may require to attend interview:

If you would prefer to discuss any special arrangements with us, please contact the HR Officer in confidence:
Telephone (01223) 769271 or Email recruitment@sel.cam.ac.uk

ADVERTISING SOURCE

Where did you first learn about this vacancy?

- | | |
|---|--|
| <input type="checkbox"/> College website | <input type="checkbox"/> Jobs.ac.uk |
| <input type="checkbox"/> Cambridge University website | <input type="checkbox"/> Cambridge News on-line |
| <input type="checkbox"/> University Careers Service | <input type="checkbox"/> Jobs board (please specify) |
| <input type="checkbox"/> Other (please specify) | |

Private & Confidential

Equality & Diversity Monitoring Form

This page will be detached from your application prior to it being considered.

Position Applied For:

Selwyn College wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of our workforce in encouraging equality and diversity. We believe that no job applicant should be discriminated against, either directly or indirectly, on the grounds of a protected characteristic (gender, race, disability, marital status or civil partnership, age, religion or belief, sexual orientation, pregnancy/maternity, gender reassignment), where any of these cannot be shown to be a requirement of the job concerned.

To support our equal policy, and for no other reason, we would like to collect personal and sensitive personal data regarding our applicants. This information will be used by the College to generate anonymised statistics that will never be presented in a form that allows individuals to be identified. Recruitment and selection procedures will then be monitored to ensure that individuals are selected solely on the basis of their individual merits and abilities.

Applicants are asked to help us to monitor our Equality and Diversity policy by completing and returning this form with their application.

GENDER

What is your gender?

- Female
- Male
- Prefer not to say
- If you prefer to use your own term, please specify:

SEXUAL ORIENTATION

What is your sexual orientation?

- Bisexual
- Gay man
- Gay woman/lesbian
- Heterosexual
- Prefer not to say
- Other - if you prefer to use your own term please specify:

ETHNIC ORIGIN

What is your ethnic origin? Please tick the appropriate box.

Ethnic origin is not about nationality, place of birth or citizenship; it is the group to which you perceive you belong.

White:

- British
- Irish
- White background - other

Mixed:

- White and Black Caribbean
- White and Black African
- White and Asian
- Mixed background – other
- Chinese

Asian or Asian British:

- Indian
- Pakistani
- Bangladeshi
- Asian background – other
- Gypsy or Traveller

Black or Black British:

- Caribbean
- African
- Black background - other

Arab

Other ethnic group

- Prefer not to say

Please also complete the reverse of this page.

DATE OF BIRTH**What is your date of birth?**

__ __ / __ __ / __ __ __ __

 Prefer not to say**NATIONALITY****Which country defines your national identify?**

Country: _____

 Prefer not to say**RELIGIOUS BELIEF****What is your religious belief?** Please tick the appropriate box. Buddhist Christian * Hindu Jewish Muslim No religion Sikh Spiritual Any other religion or belief Prefer not to say

*Includes Church of England/Scotland/Ireland, Catholic, Protestant and all other Christian denominations.

REHABILITATION OF OFFENDERS ACT 1974

Private and Confidential

This page will be detached from your application prior to it being considered.

You are applying for a job which is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that the College will conduct a criminal record check on the successful applicant through the Disclosure and Barring Service (DBS). You must disclose any convictions you have that are unspent under the Rehabilitation of Offenders Act 1974 (as amended on 10 March 2014). Please see the [Ministry of Justice's web pages](#) for further information about when convictions are considered unspent.

You must disclose any pending criminal proceedings, cautions or convictions against you (spent and unspent).

If the role you are applying for involves working with children or adults in a regulated activity, the law requires that you must also inform us if you have been barred from such employment.

If you do not disclose now something that is revealed by the DBS check we may withdraw any conditional offer we have made (or dismiss you if you have begun employment) and we may report you to the DBS.

We will treat this information you provide to us confidentially and it will not be used unfairly against you. Nothing you declare here will automatically prevent you from being appointed (unless required by law). We may wish to discuss it with you if you are invited to interview. Any information revealed through the DBS check will also be discussed with you.

Selwyn College has a code of practice relating to the handling and storage of DBS information. A copy is available on request.

Name	
Position Applied for	
Do you have any spent or unspent cautions or criminal convictions? If 'Yes' please provide further information here:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any criminal proceedings pending against you? If 'Yes' please provide further information here:	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>You must only answer this question if you are applying for a position that involves regulated activity with children.</p> <p>Have you been barred from working with children in a regulated activity? If 'Yes' please provide further information here:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>You must only answer this question if you are applying for a position that involves regulated activity with adults</p> <p>Have you been barred from working with adults in a regulated activity? If 'Yes' please provide further information here:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>