

Application for Employment



Selwyn College Cambridge

POSITION APPLIED FOR	ADMISSIONS TUTOR (Arts & Social Sciences)	
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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. 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 contact the HR Officer (Tel: 01223 769271/Email: recruitment@sel.cam.ac.uk)

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

AVAILABILITY FOR WORK

Please give details of any existing holiday commitments
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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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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

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 Degrees and any professional qualifications or training relevant to HE admissions work. (We will ask you to bring evidence of all Degrees and such qualifications to interview if short-listed.)

Name of Secondary School Attended	A Level or equivalent qualification

Name of University Attended	Qualifications

Please tell us about your IT skills
Specify each software package and your skill level (basic, intermediate or advanced) or qualification gained.

RESEARCH AND TEACHING

Please give details of your research and teaching experience and also your experience at HE level.

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

REFERENCES

Please provide details of two people (not relatives or friends) who we can contact to provide information in support of your application. 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, a current CV, along with a brief statement of your vision for the role to the HR Officer: (Email: recruitment@sel.cam.ac.uk or by post to the HR Officer, Selwyn College, Cambridge CB3 9DQ

Please contact the HR Officer (Tel: (01223) 769271 or Email: recruitment@sel.cam.ac.uk) if you wish to gain confirmation of receipt of your application.

Thank you for your interest in working at Selwyn College.

PRIVATE & CONFIDENTIAL

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

Name

Position Applied For

Do you regard yourself in any way disabled? Yes No

REQUEST FOR REASONABLE ADJUSTMENTS

We welcome applications from individuals with disabilities and are 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 successful, to assist them during their employment. We encourage applicants to declare their disabilities in order that any special arrangements can be accommodated.

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

COMPLETE THIS PAGE ONLY IF YOU ARE APPLYING FOR A POST WHICH IS ELIGIBLE FOR A DISCLOSURE AND BARRING SERVICE CHECK

PRIVATE & CONFIDENTIAL

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

Name

Position Applied for

You are applying for a job which is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that we will conduct a criminal record check on the successful applicant through the Disclosure and Barring Service (DBS). 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.

Do you have any spent or unspent cautions or criminal convictions?

If 'Yes' please provide further information:

Yes No

Do you have any criminal proceedings pending against you?

If 'Yes' please provide further information:

Yes No

YOU MUST ONLY ANSWER THIS QUESTION IF YOU ARE APPLYING FOR A POSITION THAT INVOLVES REGULATED ACTIVITY WITH CHILDREN

Have you been barred from working with children in a regulated activity?

If 'Yes' please provide further information:

Yes No

YOU MUST ONLY ANSWER THIS QUESTION IF YOU ARE APPLYING FOR A POSITION THAT INVOLVES REGULATED ACTIVITY WITH ADULTS

Have you been barred from working with adults in a regulated activity?

If 'Yes' please provide further information:

Yes No

MEDIA AND EQUAL OPPORTUNITY MONITORING (Optional)

Private & Confidential

Selwyn College is committed to treating all job applications on their merit irrespective of sex, sexual orientation, gender, age, marital status, race, colour, disability, religious belief, ethnic or national origin. Completion of this form is optional and anonymous and will not be passed to those making short listing or selection decisions. It will, however, be held manually and on computer for the purpose of equal opportunity monitoring, to ensure that the College is selecting applications on the basis of ability to carry out the duties associated with the post.

POSITION APPLIED FOR

GENDER

What is your gender?

- Female
 Male
 Prefer not to say

SEXUAL ORIENTATION

What is your sexual orientation?

- Bisexual
 Gay man
 Gay woman/lesbian
 Heterosexual
 Other
 Prefer not to say

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

ETHNIC ORIGIN (please tick)

White:

- British
 Irish
 White background - other

Mixed:

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

Asian or Asian British:

- Indian
 Pakistani
 Bangladeshi
 Asian background – other

Black or Black British:

- Caribbean
 African
 Black background - other

Chinese

Arab

Gypsy or Traveller

Other ethnic group

Prefer not to say

RELIGIOUS BELIEF (please tick)

- Buddhist
 Jewish
 Sikh
 Prefer not to say
- Christian *
 Muslim
 Spiritual
- Hindu
 No religion
 Any other religion or belief

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

ADVERTISING SOURCE Where did you first learn about this vacancy?