

# Application for Employment



Selwyn College Cambridge

<b>POSITION APPLIED FOR</b>	<b>PAYROLL &amp; ACCOUNTS ASSISTANT</b>	
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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

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

## ELIGIBILITY FOR EMPLOYMENT

<b>Are you eligible for employment in the United Kingdom?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please state which ORIGINAL documents you can provide ( <i>Please tick the relevant box/boxes.</i> )		
<b><u>EITHER ONE OF:</u></b>		
<input type="checkbox"/> British passport	<input type="checkbox"/> European Economic Area identity card or passport	<input type="checkbox"/> Travel document showing an authorisation to reside and work in the UK
<b>OR BOTH:</b>		
<input type="checkbox"/> Birth certificate (with name of holder's parents)	<input type="checkbox"/> Document showing NI number	

## CONFLICTS OF INTEREST

<b>Do you have any personal relationships with any current member of staff?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Personal relationships include immediate family, sexual relationships, very close personal relationships, and close business, commercial or financial relationships). <b>If Yes, please give details</b>	
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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**

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**

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**

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.

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**FURTHER INFORMATION**

<p><b>Please use this space if you wish to provide any other relevant information in support of your application.</b> Please continue on a separate sheet if necessary.</p>
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**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.)

<b>Name of School / College / University Attended</b>	<b>Certificates / Qualifications / Grade</b>
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**Please tell us about your IT skills**

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

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**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
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**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**

<b>Name</b>	<b>Position</b>
<b>Relationship to you</b>	<b>Organisation</b>

<b>Address</b>	<b>Daytime telephone number</b>
	<b>Email address</b>
<b>May we contact this referee prior to an interview?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>May we contact this referee following a conditional offer of employment?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Second Reference

<b>Name</b>	<b>Position</b>
<b>Relationship to you</b>	<b>Organisation</b>
<b>Address</b>	<b>Daytime telephone number</b>
	<b>Email address</b>
<b>May we contact this referee prior to an interview?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>May we contact this referee following a conditional offer of employment?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> 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.

- |  |
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| <ul style="list-style-type: none"> <li>• I have read the above and I understand and accept how the College will use and store my personal details.</li> <li>• I confirm that the information I have given in this application for employment and any supporting documents is correct and complete.</li> <li>• 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.</li> <li>• I understand that Selwyn College may check all or any of the information provided as part of my application or given in references.</li> <li>• 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.</li> </ul> |
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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.

It is College policy not to write to acknowledge receipt of application forms. Applications received via email will be acknowledged. Please contact the HR Officer (telephone (01223) 769271 or email [recruitment@sel.cam.ac.uk](mailto: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

If you answered 'Yes' to the above, what is the nature of your disability? Please tick the appropriate box. If you experience more than one type of impairment, please tick the box next to all types that apply. If your disability does not fit any of these types, please tick 'other'.

- Specific learning disability (such as dyslexia or dyspraxia)
- General learning disability (such as Down's Syndrome)
- Cognitive impairment (such as autistic spectrum disorder or resulting from head injury)
- Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)
- Mental health condition (such as depression or schizophrenia)
- Physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches)
- Deaf or serious hearing impairment
- Blind or serious visual impairment
- Two or more impairments and/or disabling medical conditions
- A social/communication impairment such as Asperger's Syndrome or other autistic spectrum disorder
- Other type of disability not listed above.

### REQUEST FOR REASONABLE ADJUSTMENTS TO THE SELECTION PROCESS.

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:

to undertake the duties of this role:

**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?