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| **confidential****Application for Casual Work**

|  |  |  |
| --- | --- | --- |
| POSITION APPLIED FOR |  |  |

 | *selcrest* |

**Notes to applicants:** This application form is used to ensure that information is presented in a standardised format and that only the required details are provided. If there is not enough space provided in any section of the form, please continue on a separate sheet of paper. Each additional 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. PLEASE DO NOT ATTACH A CV. If you require this form in a larger print, please telephone the HR Manager on 01223 764466.

### PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| **Surname** | **Other Name(s)** | **Title** |
| **Current address** (including postcode) | **Day time telephone number** |
|  | **What is the best time to contact you?** |
| **Email address** |
| **Do you have a National Insurance Number?**  | Yes / No |
| If Yes, please provide number:  |   |  |  |  |  |  |  |  |  |
| Have you previously worked or applied to work at Selwyn? | Yes / No |
| If ‘Yes’ please give details and dates. |

### 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 |
|  | Valid 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 |
| **Are there any restrictions to your right to work in the UK?****If Yes, please give details:** | Yes / No |

**CONFLICT 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 |

**YOUR AVAILABILITY**

**Please note below the times in which you could work:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
|  |  |  |  |  |  |  |
| **Please give details of any existing holiday commitments:** |

### OTHER EMPLOYMENT

|  |
| --- |
| **Please note any employment or casual work you would continue if you were successful in obtaining casual work at Selwyn College and the approximate number of hours you would work.** |

**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:** |
| **Have you ever been dismissed from any previous employment?**If ‘Yes’ please give reason(s): |  Yes No  |

### SKILLS, KNOWLEDGE AND EXPERIENCE

|  |
| --- |
| **Tell us how your skills, knowledge and experience make you suitable for this work?**Please continue on a separate sheet if necessary. |

### REASON FOR APPLYING

|  |
| --- |
| **Why did you apply for this work?**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** |
|  |  |  |
| **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, college or University leavers should provide details of a lecturer or course tutor who will be able to provide a reference. 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 casual work?** | 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 casual work?** | 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 and any supporting documents is accurate 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 casual work 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 any offer of casual work will be subject to the receipt of references, and the outcome of any relevant personal checks which the College regards as satisfactory.
 |
| **Signature:** |  | **Date:** |  |

**TO APPLY FOR THIS ROLE**

Please return your completed application form:

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

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

Applications will be acknowledged via email.

Please contact the HR Manager (Telephone (01223) 764466 or email recruitment@sel.cam.ac.uk) if you have any queries about 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:** |
| **Casual Work Applied For:**  |
| **Do you regard yourself in any way disabled?**  Yes No |
| **Request for reasonable adjustments**Selwyn College welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the selection process. The College 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 in their work. 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 you may require to attend interview:** |

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| **MEDIA AND EQUAL OPPORTUNITY MONITORING (Optional)**Private & ConfidentialSelwyn 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.  |
| **CASUAL WORK APPLIED FOR: CATERING ASSISTANT** |
| **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?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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?** |