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| **confidential****Application for Employment**  |  |  |  | | --- | --- | --- | | 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 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 Manager on 01223 764466.

### 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? | | | | | | | | 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 |
|  | 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 |

**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

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| --- |
| **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 |

**DATA CONSENT**

Selwyn College needs to hold and process data relating to your application. The College is the Data Controller for your personal information and is subject to the Data Protection Act 1998 and the General Data Protection Regulation 2018. For details of how the College uses your personal data and of your rights in relation to the data we hold, please see: <http://www.sel.cam.ac.uk/finances-and-governance/>

**APPLICANT DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| * 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

Applications will be acknowledged via email. For enquiries about your application please contact the HR Manager (Telephone (01223) 764466 or Email recruitment@sel.cam.ac.uk).

Thank you for your interest in working at Selwyn College.

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| --- |
| **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, e.g. it takes much longer than it usually would to complete a daily task such as getting dressed.  **‘Long-term’** means 12 months or more, e.g. 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 Manager in confidence:  Telephone (01223) 764466 or Email recruitment@sel.cam.ac.uk |

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| **Advertising Source**   |  |  |  |  | | --- | --- | --- | --- | | **Where did you first learn about this vacancy?** | | | | |  | College website |  | Guardian Jobs | |  | Cambridge University website |  | Cambridge News on-line | |  | University Careers Service |  | Jobs board (please specify which) | |  | Jobs.ac.uk |  | 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 | | **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** |
| **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  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. | | | |