

CONFIDENTIAL

# Application Form



Selwyn College Cambridge

Thank you for your interest in working at Selwyn College

- This application form is used to ensure that information is presented in a standardised format and that the required details are provided.
- If there is not enough space provided in any section of the form, please continue on a separate sheet
- If any section does not apply to you, please write N/A.
- You may also attach an up-to-date CV in support of your application.
- If you require this form in a larger print, please email the HR Department at [recruitment@sel.cam.ac.uk](mailto:recruitment@sel.cam.ac.uk).

<b>Position Applied for:</b>	
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## PERSONAL DETAILS

<b>Surname:</b>	<b>Other Name(s):</b>	<b>Title:</b>
<b>Current address</b> (including postcode):	<b>Telephone number:</b>	
	<b>Email address:</b>	
<b>Have you previously worked or applied to work at Selwyn?</b>		<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>If 'Yes' please give details</b>		

## ELIGIBILITY FOR EMPLOYMENT

<b>Are you eligible for employment in the United Kingdom?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
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Please state which documents you can provide to demonstrate your right to work in the UK:

British passport (or British Birth Certificate, along with proof of your NI Number)	<b>Yes</b> <input type="checkbox"/>
Digital status showing an authorisation to reside and work in the UK	<b>Yes</b> <input type="checkbox"/>

## CONFLICT OF INTEREST

<b>Do you have any personal relationships with any current member of staff at Selwyn?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
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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>

**CURRENT OR MOST RECENT EMPLOYER**

<b>Name and address of employer:</b>	<b>Job Title:</b>	
	<b>Start:</b>	<b>To:</b>
	<b>Salary/hourly rate: £</b>	
	<b>Notice period:</b>	

**Please supply an outline of your main duties and responsibilities:**

**PREVIOUS EMPLOYMENT**

<b>Name of employer:</b>	<b>Reason for leaving:</b>	
<b>Job Title:</b>	<b>Start:</b>	<b>End:</b>

**Please supply a brief outline of your main duties and responsibilities:**

Name of employer:	Reason for leaving:	
Job Title:	Start:	End:
Please supply a brief outline of your main duties and responsibilities:		

Name of employer:	Reason for leaving:	
Job Title:	Start:	End:
Please supply a brief outline of your main duties and responsibilities:		

Name of employer:	Reason for leaving:	
Job Title:	Start:	End:
Please supply a brief outline of your main duties and responsibilities:		

*Continue on a separate sheet if necessary*

## PLEASE TELL US

- why you have applied for this role
- how your skills, knowledge and experience make you a suitable candidate

**(Optional) Please tell us anything else you would like us to know about you or your application:**

## **EDUCATION & QUALIFICATIONS**

Please list GCSEs, A-Levels and Degrees or equivalent. (We may ask you to bring certificates to interview)

<b>Name of School / College / University Attended</b>	<b>Certificates / Qualifications / Grades</b>

**Please tell us about your IT skills:**

RELEVANT TRAINING

Please list all technical, professional or occupational training courses attended. (We may ask you to bring relevant training certificates to interview)

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.

EMPLOYMENT HISTORY

Have you ever been dismissed from any previous employment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'Yes' please provide further information:		

REHABILITAION OF OFFENDERS ACT

Do you have any <b>unspent</b> criminal convictions under the Rehabilitation of Offenders Act 1974?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any pending summonses or charges which could result in criminal conviction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

We may contact you to request further information as part of the recruitment process. Selwyn College supports the rehabilitation of offenders. Convictions will only be considered in relation to the job for which you are applying and will not necessarily be a bar to employment.

Continued below

## REFERENCES

Please provide details of **two people** whom we can contact to provide information in support of your application:

- These should **not be friends, relatives or neighbours.**
- One of these must be your **current or most recent employer.**
- In the case of employment references, referees should be someone who is/was in **a management or supervisory role over you.**
- School, college or university leavers should provide details of a tutor who will be able to provide a reference.
- Please ensure that your referees are aware of your application and are happy to provide a reference.

**FIRST REFEREE** (this should be a contact at the **first employer listed on your application**)

Title:	Full name:	Organisation/company name:	
Their job title / position:		Their relationship to you:	
email address (required): In the case of employment references, please provide a <b>work/company email address</b> .			
Address:  Postcode:		Contact telephone number:	
May we contact this referee prior to an interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>
May we contact this referee following a conditional offer?			Yes <input type="checkbox"/> No <input type="checkbox"/>

## SECOND REFEREE

Title:	Name:	Organisation/company name:	
Their Job title / position:		Their relationship to you:	
email address (required): In the case of employment references, please provide a <b>work/company email address</b> .			
Address:  Postcode:		Contact telephone number:	
May we contact this referee prior to an interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>
May we contact this referee following a conditional offer?			Yes <input type="checkbox"/> No <input type="checkbox"/>

## 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 2018. For details of how the College uses your personal data and of your rights in relation to the data we hold, please see:

<https://www.sel.cam.ac.uk/about/finances-and-governance>

## APPLICANT DECLARATION

- 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 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 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:**

## APPLICATION PROCESS

Please return your completed form (and CV if you have chosen to provide one in support of your application) via email to [recruitment@sel.cam.ac.uk](mailto:recruitment@sel.cam.ac.uk)

Applications will be acknowledged via email. For enquiries about your application please contact the HR Department (Telephone (01223) 764466/68645 or Email [recruitment@sel.cam.ac.uk](mailto:recruitment@sel.cam.ac.uk)).



**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 Department in confidence:

Telephone (01223) 764466/68645 or Email [recruitment@sel.cam.ac.uk](mailto:recruitment@sel.cam.ac.uk)

**ADVERTISING SOURCE**

**Where did you first learn about this vacancy?**

☐ College website

☐ Cambridge University website

☐ University Careers Service

☐ Jobs.ac.uk

☐ Guardian Jobs

☐ Cambridge News on-line

☐ Jobs board (please specify which)

☐ Other (please specify)