## **APPLICATION FOR EMPLOYMENT FORM**

If you have a disability and you require to have this form, or submit the information with regard to this form, in another format e.g. in larger print or on audiotape, please contact us by writing or telephoning the Human Resources Department on: 01223 331446 (or 331216).

King’s College takes your privacy seriously. We will only use your personal information to process and administer your application. King’s College processes and stores personal information in accordance with the Data Protection Act, and the College’s Data Protection Policy can be found at <http://www.kings.cam.ac.uk/about/data-protection.html>

Please also note that King’s College may approach third parties to verify the information that you have given. By signing this form you will be providing King’s College with your consent to all these uses.

The application form, rather than a curriculum vitae (CV), is preferred to ensure that information is presented in a standardised format and that only the details we require are provided. This ensures that all applicants are treated fairly and equally.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully and accurately as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper. On each sheet used, write your name and the post applied for, together with the section you are answering. If any section does not apply to you, please write N/A. If you are handwriting the form, please complete it using **black ink** andBLOCK CAPITALS.

# Job Details

|  |  |
| --- | --- |
| Job Title: |  |
| Where did you see the job advertised? |  |

#### Personal Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last Name |  | | Other Names |  |
| Address |  | | | |
|  | | | |
|  | | | |
|  | | | |
| Postcode: | | | |
| Telephone Numbers: Day | |  | | |
| Business | |  | | |
| E-mail: | |  | | |

# Education

Please complete for schools attended after the age of 11.

|  |  |  |
| --- | --- | --- |
| School//College/Provider | Qualifications and Grades Obtained | Dates from and to (month/year) |
|  |  |  |
| Further Education  (Technical College/Evening Class) |  |  |
|  |  |  |
| Any craft or other training |  |  |
|  |  |  |
| Membership of professional bodies | | |

### Current Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name  (or most recent if unemployed) | Employer Address | Job Title | Start and End Dates |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Notice Required |  | Current Salary |  |

# Current Employment Cont’d

|  |
| --- |
| Main Duties and Responsibilities |

|  |
| --- |
| Reasons for Leaving |

|  |
| --- |
| Have you previously worked, or applied to work, at King’s College? [Yes] [No] |
| If yes, please give details including dates and position. |

# Employment History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please summarise all additional positions held over the last 10 years, since completing your full time education, starting with your most recent positions. If you have no employment record, include details of other work (e.g. voluntary work). | | | | |
| From | To | Employer | Position and Key Responsibilities | Reason for Leaving |
|  |  |  |  |  |

# Suitability for Employment

|  |
| --- |
| Please outline here why you have applied for this vacancy and how you match the criteria for the job. |

|  |
| --- |
| If you are unsuccessful in your application for this role, do you wish to be considered for future opportunities in King’s College that arise within three months of your application? [Yes] [No] |

|  |
| --- |
| Please note that some positions at the College require us to undertake a DBS check at the time of job offer. Having a criminal record will not necessarily be a bar to obtaining a position with the College. |

# Eligibility for Employment in the UK

|  |
| --- |
| Are you eligible for employment in the United Kingdom? [Yes] [No]  Please state what original documentation you can provide in order to demonstrate this by ticking against the selected item 🗹 :  One of:  ❑ British passport   * Travel document showing an authorisation to reside and work in the UK (this could be a share code for pre/settlement status)   Or both:   * Birth certificate (with names of holders parents) * Document showing National Insurance number (not temporary) |

**References**

|  |  |
| --- | --- |
| No contact will be made with your referees without your express prior consent. | |
| **Current Employer** | **Penultimate Employer or College Tutor (whichever is more recent)** |
| Name | Name |
| Position | Position |
| Company/Organisation Name and Address | Company/Organisation Name and Address |
| Telephone Number | Telephone Number |
| Email Address | Email Address |
| Do we have permission to contact this referee before the interview?  **[YES] / [NO]** | Do we have permission to contact this referee before the interview?  **[YES] / [NO]** |
| Do we have permission to contact this referee following a verbal offer of employment to you?  **[YES] / [NO]** | Do we have permission to contact this referee following a verbal offer of employment to you? **[YES] / [NO]** |

I confirm that the information I have given in this application, including any supporting documentation, is correct and complete. I understand that misleading or false information, or failure to disclose any relevant information may be sufficient for cancelling any agreements made or subsequent contracts of employment.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this completed application form to the following address together with the equal opportunities monitoring form (completion of which is optional).

**HR Manager Main Tel: 01223 331100**

**King’s College Main Fax: 01223 331315**

**King’s Parade E-mail: jobs@kings.cam.ac.uk**

**Cambridge CB2 1ST**