|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **confidential****Application for Employment**  |  |  |  | | --- | --- | --- | | POSITION APPLIED FOR |  |  | | \\admin\userdata\Users\sh435\My Documents\templates\2019\ClareArms-colour-small-icon.ico.bmp *Clare College, Cambridge* |

**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. 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 contact the HR team on [HR@clare.cam.ac.uk](mailto:HR@clare.cam.ac.uk).

### 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 Clare? | | | | | | | Yes No | | | |
| If ‘Yes’ please give details and dates. | | | | | | | | | | |

### ELIGIBILITY FOR EMPLOYMENT

|  |  |
| --- | --- |
| Are you a settled worker (i.e. do you have the **permanent** right to work in the UK – for example as a British or Irish citizen)?  Yes  No  If no, do you already have **temporary** permission to work in the UK?  Yes  No  If yes, please specify your visa type and visa end date: |  |
|  | |

**CONFLICTS OF INTEREST**

|  |  |
| --- | --- |
| **Do you have any personal relationships with any current member of staff?**  (Personal relationships include immediate family, 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 (optional)** | |

### PREVIOUS EMPLOYMENT

Please give details of your full career history. Please include any periods of voluntary work, travel, career breaks and unemployment. Please continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employer** | **Job title and key responsibilities** | **Start /End date** | **Reason for leaving** |
|  |  |  |  |
| **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.** |

### REASON FOR APPLYING

|  |
| --- |
| **Why do you consider yourself a suitable candidate for this position and what motivated you to apply? (continue on a separate sheet if necessary)** |

### ACHIEVEMENTS

### 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 details of all training you have completed that is relevant to your application. (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. | | |

### 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 |

**APPLICANT DECLARATION AND DATA CONSENT**

Full information on how the data we collect about applications is used can be found [here](http://www.clare.cam.ac.uk/data/uploads/documentsandpdfs/Freedom%20of%20Info%20PDFs/Clare%20College%20DPS%20%28Job%20applicants%29%20EE%20May%2018.pdf).

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.

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 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 Clare 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 [HR@clare.cam.ac.uk](mailto:HR@clare.cam.ac.uk) or

by post to the HR Manager, Clare College, Trinity Lane, Cambridge CB2 1TL.

It is College policy not to write to acknowledge receipt of application forms. Applications received via email will be acknowledged. Please email [HR@clare.cam.ac.uk](mailto:HR@clare.cam.ac.uk) if you wish to gain confirmation of receipt of your application.

Thank you for your interest in working at Clare College.