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| --- | --- | --- |
| **Application for Employment** | |  |
| Position Applied for: |  | |

This application form is used to ensure that information is presented in a standardised format and ensures that all applicants are treated fairly and equally. 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 you require this form in a larger print, please telephone the HR Office on 01223 764660.

### PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: | Other Name(s): | | Title: |
| Address: | Daytime Telephone No: | | |
|  | Mobile Telephone No: |  | |
|  |  | | |
|  |  | | |
| Postcode: | E-mail: | | |

### ELIGIBILITY TO WORK IN THE UK

|  |  |
| --- | --- |
| National Insurance Number: |  |
| Are you eligible for employment in the United Kingdom? |  |
|  | |
| Do you require a work permit to work in the United Kingdom? | |
| If yes, do you hold a current work permit or permission to work in the UK?  *(If yes, please attach a copy and bring the original documents to interview)* | |

### GENERAL INFORMATION

|  |  |
| --- | --- |
| Have you previously worked at Trinity Hall?  If yes, please give details and dates: |  |
| Amount of notice you are required to give your current employer? | |
| If the post for which you are applying requires you to hold a driving licence or have access to a vehicle, please answer the following questions:  Do you hold a current full driving licence? (Please circle) Yes/No | |

**CURRENT EMPLOYER** (or most recent employer if not currently employed)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Job Title | Dates from / to  (month / year) | Reason for leaving |
|  |  |  |  |
| Main Duties and Responsibilities: | | | |

### 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.

|  |  |
| --- | --- |
| Employer’s Name:  Address:  Employed:  Job title:  Main duties & responsibilities:  Reason for leaving: | From: To |
| Employer’s Name:  Address:  Employed:  Job title:  Main duties & responsibilities:  Reason for leaving: | From: To |
| Employer’s Name:  Address:  Employed:  Job title:  Duties & responsibilities:  Reason for leaving: | From: To |
| Employer’s Name:  Address:  Employed:  Job title:  Duties & responsibilities:  Reason for leaving: | From To |
| Employer’s Name:  Address:  Employed:  Job Title:  Duties & Responsibilities:  Reason for leaving: | From To |
| Employer’s Name:  Address:  Employed:  Job Title:  Duties & Responsibilities:  Reason for leaving: |  |

### OTHER CURRENT EMPLOYMENT

|  |
| --- |
| Please note any employment you would continue with if you were successful in obtaining this position. Please indicate the number of hours worked. |

**REASON FOR APPLYING**

|  |
| --- |
| Why do you consider you are a suitable candidate for this position and what motivated you to apply? |

### ADDITIONAL INFORMATION

|  |
| --- |
| Please use this space if you wish to provide any other relevant information in support of your application for employment. |

### EDUCATION AND PROFESSIONAL TRAINING

Please list all GCSEs, O-Levels, A-Levels, NVQs, Degrees and professional qualifications.

*(****Note:*** *The College may require you to bring evidence of all Degrees, professional and work-related qualifications to interview if short-listed.)*

|  |  |
| --- | --- |
| Name of School / College / University attended | Qualifications Gained |
|  |  |

|  |
| --- |
| Membership of any professional bodies: |

### WORK-RELATED TRAINING (List details of all relevant training courses attended)

|  |  |  |
| --- | --- | --- |
| Date | Name of Course | Qualification Gained |
|  |  |  |

### REFERENCES

### Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current or most recent employer. If you do not have a current or recent employer, please provide details of your lecturer/course tutor/unpaid work employer etc. Please indicate below whether references may be taken up prior to interview, and please ensure that you obtain your referees’ permission. Referees should not be family members or friends.

|  |  |
| --- | --- |
| Current / most recent Employer: |  |
| Name: | Name: |
| Organisation: | Organisation: |
| Address:  E-mail: | Address:  E-mail: |
| Daytime Telephone Number:  Occupation/relationship to you: | Daytime Telephone Number:  Occupation/relationship to you: |
|  |  |
| May we contact this referee before interview? (please circle) Yes/No | May we contact this referee before interview? (please circle) Yes/No |

#### Data Protection Act 2018

The information given in this form will remain private and confidential and will be used for the purpose of recruitment and selection. The College has a need to hold personal data in relation to successful applicants for personnel administration purposes. Processing will take place in accordance with the provisions of the Data Protection Act 2018. In signing this form below, you are giving your consent for this information to be processed. Information relating to unsuccessful applicants will be destroyed as soon as possible, and no later than twelve months from the date of each appointment.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| REHABILITATION OF OFFENDERS ACT 1974 Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974.  Have you been convicted of a criminal offence, which is not ‘spent’ as defined in the above act? (please circle) Yes/No  If Yes, please give details of the date(s), offence(s) and sentence(s) passed: | | | | | | | | |
|  | |  |  |  |  |  |  |  |
|  | | | | | | | | |
| **Complete this section only if you are applying for a post, which involves direct contact with children, young people or vulnerable adults.**  The Rehabilitation of Offenders Act 1974 does not apply to certain specified professions; these are mainly medical, legal or accountancy professionals. Neither does it apply to posts, which involve contact with children, young people or vulnerable adults. In any of these cases, you should state **all** past convictions below, including any that are ‘spent’ giving details of the date(s), offence(s) and sentence(s) passed: | | | | | | | | |
| If you are applying for a post which involves contact with either children, young people or vulnerable adults, please also confirm that you are not listed on either of the following lists (as appropriate): | | | | | | | | |
|  | I confirm that I am not listed on the childrens’ barred list. | | | | | | | |
|  | I confirm that I am not listed on the adults’ barred list. | | | | | | | |
| Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an unspent conviction will not necessarily bar you from employment. This will depend on the circumstances and background to the offence(s). | | | | | | | | |

**DECLARATION**

I confirm that to the best of my knowledge and belief, the information I have given in support of my application is correct, and I understand that any misleading statement or deliberate omission may result in my dismissal and a claim for damages. I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 2018, involved in the consideration of this application.

* If you have a disability, and there are any special arrangements which need to be made should you be short-listed for interview, please contact the HR Office on 01223 764660 or email [HR@trinhall.cam.ac.uk](mailto:HR@trinhall.cam.ac.uk)

Signature: …………………………………………………………………………. Date: ……………………………………………

|  |
| --- |
| Thank you for your interest in employment at Trinity Hall. Please return your completed form to [jobs@trinhall.cam.ac.uk](mailto:jobs@trinhall.cam.ac.uk) or by post to: HR Office, Trinity Hall, Cambridge CB2 1TJ. |

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|  |  | | Private and Confidential | | | | | | |
| **Media and Equal Opportunities Monitoring (Optional)**  This page will be detached from your application prior to it being considered, as it contains information that is strictly private and confidential.  The College is an equal opportunities employer and is committed to treating all job applications on their merits. We will use the information collected from this optional part of the application for statistical and monitoring purposes so that we can make sure that our equal opportunities policy is working. We will not use it as part of the selection process. Sensitive information will be used by the College to generate anonymised statistics which will never be presented in a form that allows individuals to be identified. | | | | | | | | | |
| **POSITION APPLIED FOR:** | | | | | | | | | |
| **Advertising Source**  Where did you first learn about this vacancy? | | | | | | | | | |
| **Gender**  What is your gender? ❒ Female ❒ Male ❒ Prefer not to say  Age 16-18 yrs ❒ 19-21 yrs ❒ 22-35 yrs ❒ 36-45 yrs ❒ 46-64 yrs ❒ 65 yrs and over ❒ prefer not to say ❒Disability Do you consider that you have a disability?  Yes ❒ No ❒ Prefer Not to say ❒  If Yes please give brief details of the disability and any adjustments which would need to be made to enable you to carry out the duties listed for this post (continue on a separate sheet if necessary). | | | | | | | | | |
| RacePlease make sure that you read all the categories and then tick the box that applies to you. | | | | | | | | | |
| White: | | White – British | | ❒ | **Mixed:** | White and Black Caribbean | | | ❒ |
|  | | White – Irish | | ❒ |  | White and Black African | | | ❒ |
|  | | White - any other White background | | ❒ |  | White and Asian | | | ❒ |
|  | |  | |  |  |  | | |  |
| Asian: | | Indian | | ❒ | **Black:** | Caribbean | | | ❒ |
|  | | Pakistani | | ❒ |  | African | | | ❒ |
|  | | Bangladeshi | | ❒ |  | Other Black background | | | ❒ |
|  | | Any other Asian background | | ❒ |  | | | |  |
|  | |  | |  |  | | | |  |
| Chinese: | |  | | ❒ | Any other ethnic group: | | |  | ❒ |
|  | | Prefer not to say | | ❒ |  | |  | |  |
| **RELIGION** (please tick): | | | | | | | | | |
| Christian \* | | | | ❒ | Buddhist | | | | ❒ |
| Hindu | | | | ❒ | Muslim | | | | ❒ |
| Sikh  Any other religion (please specify) | | | | ❒  ❒ | Jewish  Prefer not to say | | | | ❒  ❒ |
| (\*Includes Church of England/Scotland/Ireland, Catholic, Protestant and all other Christian denominations.) | | | | | | | | | |