

POSITION APPLIED FOR:	
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This application form, rather than a curriculum vitae (CV), is used 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. 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 (01223) 768737.

PERSONAL DETAILS

Surname:	Other Name(s):	Title:
Address:	Work telephone number:	
	May we use your work number to contact you? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Mobile Telephone No:	
	Evening Telephone No:	
Postcode:	E-mail:	

GENERAL INFORMATION

Do you have a National Insurance Number? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Amount of notice you are required to give your current employer:	Current Salary: £
Please give details of any existing holiday commitments:	

ELIGIBILITY FOR EMPLOYMENT IN THE UK

Are you eligible to work in the United Kingdom? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please state what ORIGINAL documents you can provide to demonstrate this by ticking the relevant box / boxes:	
EITHER ONE of the following:	
<input type="checkbox"/>	British passport
<input type="checkbox"/>	European Economic Area identity card or passport
<input type="checkbox"/>	Travel document showing an authorisation to reside and work in the UK
OR BOTH of the following:	
<input type="checkbox"/>	Birth certificate (with name of holder's parents)
<input type="checkbox"/>	Document showing National Insurance number (not temporary)

CONFLICTS OF INTEREST

Do you have any personal relationships with any current member of staff? <i>(Personal relationships include immediate family, sexual relationships, very close friendships and close business, commercial or financial relationships.)</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes, please give details:	

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

Name and address of employer and nature of business	Job Title	Dates employed from/to (month / year)	Reason for leaving

Main Duties, Responsibilities and Achievements:

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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.

Dates from / to (month / year)	Name and address of employer and nature of business	Job Title, Key Responsibilities and Achievements	Leaving salary	Reason for leaving

PREVIOUS EMPLOYMENT (continued)

Have you ever been dismissed from any previous employment?
If Yes, please give reason(s) for your dismissal:

Yes No

OTHER EMPLOYMENT

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

SUITABILITY FOR EMPLOYMENT

Please outline why you have applied for this post.

Please describe how your skills, abilities, achievements and experience make you suitable for this role.

(You should 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.)

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 Office of Intercollegiate Services will 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

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

Date	Name of Course	Qualification Gained

Please tell us about your IT skills:

(You should specify each software package used and your skill level, e.g. basic, intermediate, advanced, or qualification gained.)

REFERENCES

Please give the names and contact details of two referees we can contact to provide information in support of your application. One of these should be your current employer. If you are not currently employed, please supply the name of your most recent employer. School or college leavers should give the name of a teacher or tutor.

Current / most recent Employer:	Penultimate Employer or College Tutor
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Daytime Telephone Number:	Daytime Telephone Number:
E-mail:	E-mail:
Position held in relation to applicant:	Position held in relation to applicant:
Do we have your permission to contact this referee, following a conditional offer of employment to you?	Do we have your permission to contact this referee, following a conditional offer of employment to you?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

DATA PROTECTION ACT 1998

The information given in this form will remain private and confidential and will be used for the purpose of recruitment and selection. The OIS will hold personal data in relation to successful applicants for administration purposes. Processing will take place in accordance with the provisions of the Data Protection Act 1998. 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 six months from the date of each appointment.

DECLARATION

I declare that the information given in this application, including any supporting documentation is correct and complete. I understand that any false declaration, misleading statement, or failure to disclose any relevant information may result in my dismissal if my application for employment is successful, or cancel any agreement or offer of employment received. I understand that any job offer is subject to receipt of two references, and if the OIS deems it appropriate to the post, a Criminal Records Bureau Disclosure, and/or medical report, all of which must be deemed satisfactory by the OIS. I also understand that any confirmed permanent offer of employment is subject to a six-month probation period (unless otherwise stated in the application documentation).

Signed: Date:

Thank you for your interest in employment at the Office of Intercollegiate Services. Please return your completed form to Mrs Diane Brooker, Office of Intercollegiate Services, 12b King's Parade, Cambridge CB2 1SJ Applications may also be submitted electronically to: oisadmin@hermes.cam.ac.uk It is our Policy not to acknowledge receipt of application forms. Please email oisadmin@hermes.cam.ac.uk or telephone (01223) 768737 if you wish to gain confirmation of receipt of your application.

This page will be detached from your application prior to it being considered, as it contains information that is strictly private and confidential.

NAME:

POSITION APPLIED FOR:

Do you regard yourself in any way disabled? * (Yes / No) *Please delete as applicable*

If you answered yes to the above, please indicate any facilities or adjustments which you may require in order to attend interview.

*** Disability Definition**

Individuals who were registered under the Disabled Persons (Employment) Act 1944 are treated as being disabled under the Disability Discrimination Act (DDA). The DDA states '**a person has a disability ... if he has a PHYSICAL OR MENTAL IMPAIRMENT which has a SUBSTANTIAL and LONG-TERM ADVERSE EFFECT on his ability to carry out NORMAL DAY-TO-DAY ACTIVITIES**'. The person must satisfy the four criteria in capitals in the above statement to fall under, and therefore be protected under, the DDA.

Please note that any false declaration, misleading statement, or failure to disclose any relevant information may result in your dismissal if your application for employment is successful, or cancel any agreement or offer of employment received.

ADVERTISING: Please tell us how you heard about this vacancy:

Cambridge Evening News	<input type="checkbox"/>	OIS website	<input type="checkbox"/>
Cambridge University website	<input type="checkbox"/>	Jobs.ac.uk website	<input type="checkbox"/>
Cambridge Reporter	<input type="checkbox"/>	Cambridge University Careers Service	<input type="checkbox"/>
Other (please specify):			

The Office of Intercollegiate Services is committed to treating all job applications on their merit irrespective of sex, gender, age, marital status, race, colour, disability, religion, ethnic or national origin. Completion of this form is optional and anonymous and, with the exception of information regarding disability, this information will not be passed to those making short listing or selection decisions. It will, however, be held manually and on computer for the purpose of equal opportunities monitoring, to ensure that the Office of Intercollegiate Services is selecting applications on the basis of ability to carry out the duties associated with each post.

GENDER (please tick):		AGE (please tick):				MARITAL STATUS (please tick):	
Male	<input type="checkbox"/>	18-24	<input type="checkbox"/>	45-54	<input type="checkbox"/>	Single	<input type="checkbox"/>
Female	<input type="checkbox"/>	25-34	<input type="checkbox"/>	55-64	<input type="checkbox"/>	Married	<input type="checkbox"/>
		35-44	<input type="checkbox"/>	65-75	<input type="checkbox"/>	Divorced	<input type="checkbox"/>
						Other	<input type="checkbox"/>

SEXUAL ORIENTATION (please tick):			
Lesbian/Gay	<input type="checkbox"/>	Bi-Sexual	<input type="checkbox"/>
Heterosexual	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

ETHNIC ORIGIN (please tick):			
White:	White - British	<input type="checkbox"/>	Mixed:
	White - Irish	<input type="checkbox"/>	White and Black Caribbean
	White - any other White background	<input type="checkbox"/>	White and Black African
			White and Asian
			Any other Mixed background
Asian:	Indian	<input type="checkbox"/>	Black:
	Pakistani	<input type="checkbox"/>	Caribbean
	Bangladeshi	<input type="checkbox"/>	African
	Any other Asian background	<input type="checkbox"/>	Other Black background
Chinese:		<input type="checkbox"/>	Any other ethnic group:

RELIGION (please tick):			
Christian *	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

(*Includes Church of England/Scotland/Ireland, Catholic, Protestant and all other Christian denominations.)

Vacancy Applied for:	
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