

APPLICATION FOR EMPLOYMENT



WOLFSON COLLEGE CAMBRIDGE

You should complete and save this form on your computer and email it to personnel@wolfson.cam.ac.uk

Position applied for

IT Support Officer

Department

Wolfson College IT Office

PERSONAL DETAILS

Surname

Forenames

Title

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Address and Postcode

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Telephone (home)

Mobile

Email address

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GENERAL INFORMATION

Do you have a National Insurance number?

Yes / No

Delete as appropriate

Have you previously applied to the College for employment?

Yes / No

Delete as appropriate

If yes please give details:

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ELIGIBILITY FOR EMPLOYMENT IN THE UK

Are you eligible for employment in the United Kingdom?

Yes / No

Delete as appropriate

Please state what **original** documents you can provide in order to demonstrate this:

Delete Yes / No as appropriate

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|----------|----------|--|
| One of: | Yes / No | British passport |
| | Yes / No | European Economic Area identity card or passport |
| | Yes / No | Travel document showing an authorisation to reside and work in the UK (please provide details) |
| Or both: | Yes / No | Birth certificate(with name of holder's parents) |
| | Yes / No | Document showing National Insurance number |

EDUCATION/QUALIFICATIONS/TRAINING

School / College / University / Training Provider

Qualifications gained with grade, if any

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Please give details of any professional body membership

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WORK-RELATED TRAINING

List details of all relevant training courses attended

Date

Name of course

Qualification gained

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EMPLOYMENT HISTORY

PRESENT / MOST RECENT EMPLOYMENT

Please give details of your present or most recent employment

Name and address of employer

Dates (from – to)

Position and duties

Salary

Reason for leaving/ notice period required

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PREVIOUS EMPLOYMENT

Please include details of all previous employment (paid or voluntary) since completing your full time education

Date from

Date to

Employer's name and address

Position and duties

Reason for leaving

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KNOWLEDGE, SKILLS & EXPERIENCE RELAVANT TO THIS JOB

Please state clearly; what sort of experience you have in the following areas.

1. System Administration

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| Experience of Help Desk support operation | |
| Ability to troubleshoot and fault finding | |
| Computer hardware repair & fixes | |
| Workstation Administration (Linux, Microsoft Windows and Mac OS-X) | |

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| Linux installation and configuration | |
| Linux OS Administration | |
| Windows Server 2008 and Active Directory Administration | |
| Remote OS installation and imaging | |
| Physical installation of servers in racks | |
| Server monitoring | |
| Windows DFS management | |
| Database Server Administration | |
| VMware and Xen Virtualisation Servers (Citrix Xenserver) | |
| Storage NAS and SAN management | |
| Backup operation management | |

2. Networking

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| Network hardware installation | |
| Network cabling | |
| Network Protocols (TCP/IP, VLAN, QoS) | |
| Network monitoring | |
| Network Security & Firewalls | |
| Network diagnostics and troubleshooting | |
| Cisco Switch management | |
| WIFI network management | |
| DHCP server management | |

3. Experience of supporting applications

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| HR & Payroll | |
| Accounting & Finance (SUN Accounting Systems) | |
| Raisers's Edge | |
| Room booking | |
| Student Record management (CamSIS) | |
| Access Control | |
| CCTV | |
| ePOS | |

4. Web Development

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|------------------------------------|--|
| Web Content Authoring & Multimedia | |
| HTML & Javascript | |
| Programming skills and experience | |
| PHP Programming | |
| AJAX/JQuery | |
| Unix Shell Scripting | |

ADDITIONAL INFORMATION

You may use this space to provide any other relevant information to support your application for employment (up to a maximum of 300 words)

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REFERENCES

Please give names and contact details of two referees from whom the College can obtain references. References will only be sought with your permission, and only after an interview.

Your present / most recent employer

Named contact

Address

Telephone number

Position

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Previous employment

Named contact

Address

Telephone number

Position

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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 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 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.

SIGNATURE

DATE

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 us to notify us of these.

Thank you for your interest in employment at Wolfson College. Please return your completed form to the Personnel Manager, Wolfson College, Barton Road, Cambridge CB3 9BB. It is College Policy not to acknowledge receipt of application forms. Please contact the Personnel Manager on 01223 335910 if you wish to gain confirmation of its receipt.



The following pages will be detached from your application prior to it being considered as they contain information that is strictly private & confidential

Name

Position applied for

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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? **Yes / No**

If yes, please give details of date(s), offence(s) and sentence(s) passed:

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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 does not apply to certain specified professions, nor 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, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed:

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If you are applying for a post which involves contact with either children or vulnerable adults, please also confirm that you are not listed on either of the following (delete as appropriate):

I confirm that I am not listed on the children's barred list.

OR

I confirm that I am not listed on the adults' barred list.

AND

I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children/vulnerable adults.

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.



Wolfson College 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; 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 College is selecting applications on the basis of ability to carry out the duties associated with the post.

Position applied for

Please add an X to boxes as appropriate:

GENDER

☐ Male
☐ Female

AGE

☐ 18-24 ☐ 45-54
☐ 25-34 ☐ 55-64
☐ 35-44 ☐ 65-75

MARITAL STATUS

☐ Single ☐ Divorced
☐ Married ☐ Other

SEXUAL ORIENTATION

☐ Lesbian/Gay ☐ Bi-Sexual
☐ Heterosexual ☐ Prefer not to say

ETHNIC ORIGIN

☐ **White:** White – British
☐ White – Irish
☐ White - any other White background
☐ **Asian:** **Indian**
☐ Pakistani
☐ Bangladeshi
☐ Any other Asian background
☐ **Chinese:**

☐ **Mixed:** White and Black Caribbean
☐ White and Black African
☐ White and Asian
☐ Any other Mixed background
☐ **Black:** Caribbean
☐ African
☐ Other Black background
☐ **Any other ethnic group:**

RELIGION

☐ Christian* ☐ Buddhist ☐ Muslim
☐ Hindu ☐ Sikh ☐ Prefer not to say

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

ADVERTISING – WHERE DID YOU HEAR ABOUT THIS POSITION?

☐ Cambridge Evening News ☐ Wolfson College website ☐ Other (please specify):
☐ Cambridge University website ☐ Jobs.ac.uk website
☐ Recruitment website- Please specify name of website