



Application Form

The information called for in this form will help us to assess your suitability for a post. If there are questions you prefer not to answer in writing, you are under no obligation to do so; the points will be raised at interview. **Please continue on a separate sheet(s) if necessary.**

PERSONAL DETAILS

Date of Application:	Position applied for:	How did you hear of this vacancy?
Family/Surname:	Other/Given Names:	
Family/Surname at Birth (if different):		
Present Address (and Permanent Address if different):	Contact Telephone No:	
	Email:	
	Current Nationality:	
	Nationality at Birth:	
	Place of Birth:	
	Next of Kin (Full Name):	
Do you have Territorial/Reserve Forces commitments? <input type="radio"/> Yes <input type="radio"/> No	Relationship:	Do you hold a current driving licence? <input type="radio"/> Yes <input type="radio"/> No
Are there any restrictions on you taking up employment in the UK? <input type="radio"/> Yes <input type="radio"/> No	Address:	
Do you require a Work Permit/Visa to work in this country? <input type="radio"/> Yes <input type="radio"/> No		
If YES, are you in possession of such a Permit or Visa? <input type="radio"/> Yes <input type="radio"/> No		
Have you any relatives employed in the Colleges or elsewhere in the University? <input type="radio"/> Yes <input type="radio"/> No		
If YES, state which College/Department and relationship to yourself:		
Have you previously applied to Robinson College for employment? <input type="radio"/> Yes <input type="radio"/> No		
If YES, please state <i>Job Title</i> and whether interviewed:		
Period of Notice required to leave your present employment:		

EDUCATION, TRAINING AND RELEVANT ACTIVITIES

	Name and Type	Main Subjects Studied	Grades, Degrees, Diplomas and Certificates
Senior School(s)			
University or Technical College (Full-time)			
Other Relevant Education (e.g., part-time, or short courses)			
Membership of Technical/ Professional Associations			

Leisure interests and hobbies:

THE EQUALITY ACT 2010

Do you suffer from any illness or disability that will require special arrangements for your interview, if short-listed?

Yes No

If YES, please indicate the nature of the arrangements necessary:

PRESENT AND PREVIOUS EMPLOYMENT

Include Service in HM Forces; explain any gaps. No contact will be made with present or previous employer without your permission

Employer's Name & Address (Current or Last Employer first)	From	To	Positions Held (with brief description of responsibilities)	Salary	Reasons for leaving

SUPPLEMENTARY INFORMATION *(continue on a separate sheet)*

Please indicate how your experience, skills and abilities support your application for this position. Direct your answers to show how you meet the requirements for the post.

REFERENCES

Please give the name of two people who will provide a professional reference. One of these should be your current/most recent employer:

Name:

Position:

Company:

Address:

Telephone:

E-mail:

Do we have permission to contact this referee prior to interview?

Yes No

Name:

Position:

Company:

Address:

Telephone:

E-mail:

Do we have permission to contact this referee prior to interview?

Yes No

UNSPENT CONVICTIONS

Do you have any unspent convictions? If so, please specify; The Rehabilitation of Offenders Act 1974 may apply:

DECLARATION

By signing and returning this application form:

You certify that the information you have given in this Application for Employment is correct and complete. You further acknowledge that you understand failure to disclose any relevant information, or the provision of false information, will nullify any subsequent contract of employment.

You consent to Robinson College using and keeping information provided by you, or third parties such as referees, relating to your application or future employment. Such information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether or not you are invited to interview, or six months from the date of any interview. Retained information may include details relating to ethnic monitoring and disability used solely for internal monitoring; this will not be disclosed to any third party.

Signature _____

Date

□	□	□	□	□	□
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Thank you for completing the form

Please return this form, a covering letter, the Equal Opportunity Monitoring Form and a current CV if you so wish using the [upload facility on our website](#) or by email to ag670@cam.ac.uk