

Newnham College

Cambridge CB3 9DF

**APPLICATION FOR EMPLOYMENT**

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| **Position Applied for:** |  |

This application form is used to ensure that all the information we require is presented in a standardised format and promotes fairness and equality of treatment. 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. Please complete each section and do not leave any blanks. If a section does not apply to you please write N/A.

### PERSONAL DETAILS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: | Other Name(s): | | Surname: | | | |
|  |  | |  | | | |
| Address: | | | | | | |
|  | | | | | | |
| Mobile Telephone No: | | Evening Telephone No: | | | | |
|  | |  | | | | |
| E-mail: | | Work telephone number: | | | | |
|  | |  | | | | |
| May we contact you at work? | | **YES** | |  | **NO** |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer and nature of business | Job Title | From/to month/year | Current salary | Reason for leaving |
|  |  |  |  |  |
| Main Duties, Responsibilities and Achievements: | | | | | |

### PREVIOUS EMPLOYMENT

Please give details of all previous positions held (**most recent first**) since completing your full-time education. *Please* c*ontinue on a separate sheet if necessary*.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer and nature of business | Job Title, Key Responsibilities and Achievements | From/to  month/year | Leaving salary | Reason for leaving |
|  |  |  |  |  |

### SUITABILITY FOR EMPLOYMENT

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| Please outline why you are applying for this post and describe how your skills, abilities, achievements and experience make you suitable. |

### ADDITIONAL INFORMATION

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| Please use this space if you wish to provide any other relevant information in support of your application for employment. (You can include here such factors as your interests, leisure activities etc) |

### EDUCATION AND PROFESSIONAL TRAINING

Please list all GCSEs, O-Levels, A-Levels, NVQs, Degrees and professional qualifications (most recent first). *Please note**we may ask you to bring evidence of any qualifications listed to interview.*

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

### WORK-RELATED TRAINING (Please list details of all relevant training courses attended.)

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

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| **Please tell us about your IT skills:** (Please specify each software package used and your skill level, e.g. basic, intermediate, advanced, or qualification gained.) |

### Conflicts of Interest

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| --- | --- | --- | --- | --- |
| Do you have any personal relationships with any current member of staff? (*this might include immediate family, close relationships/friendships, close business, commercial or financial relationships.)* | | | | |
| **YES** |  | **NO** |  | If yes, please give details: |
|  | | | | |

### LEGAL CONVICTIONS

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| If you have any unspent convictions, cautions, reprimands, warnings or bind-overs, please give details in the space below. If you have not, please indicate by writing N/A. *(Declaration subject to the Rehabilitation of Offenders Act, 1974)*  *Please note that, in accordance with statutory requirements, for some positions, an offer of appointment may also be subject to a satisfactory Disclosure and Barring Service (DBS) check.* |

### ELIGIBILITY FOR EMPLOYMENT IN THE UK

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| Employers are required by law to check that every person they employ is legally entitled to work in the UK. |
| If you are a British or Irish Citizen: |
| You need to provide your ORIGINAL, VALID PASSPORT (ie it must be current) as evidence. If you cannot provide this, then you need to provide BOTH the following documents: |
| A birth or adoption certificate, if it’s from a court or register office in the UK, Channel Islands, Isle of Man or Ireland **and** a document showing your name and National Insurance number which must be from the Government or your previous employer. For example, a letter from the Department of Work and Pensions (DWP) or a tax document such as a P45. |
| If you are **not** either a British or Irish Citizen, you need to provide the following documents: |
| An EU passport (except Ireland), **and** a share code so we can do a check on either your settled or pre settled status (<https://www.gov.uk/view-prove-immigration-status>) **or** |
| A passport from outside the EU (including the EEA) and officially endorsed documentation showing you have leave to remain, reside, and work in the UK |

### DISABILITY DECLARATION

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| If you regard yourself as disabled\* (within the definition below), please indicate in the space below any facilities or adjustments which you may require in order to give of your best at interview. If you do not regard yourself as disabled, please indicted by writing N/A. |
| \* **Disability Definition**  The definition of “Disability” in the Disability Discrimination Act (DDA) is ***‘… if s/he has a PHYSICAL OR MENTAL IMPAIRMENT which has a SUBSTANTIAL and LONG-TERM ADVERSE EFFECT on their ability to carry out NORMAL DAY-TO-DAY ACTIVITIES’.*** All four criteria must be satisfied to be deemed disabled under the DDA. |

### GENERAL INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you been dismissed from any previous employment? | | | | |
| YES |  | NO |  | If yes, please give further details |
|  | | | | |
| Amount of notice you are required to give your current employer: | | | | |
| Please give details of any existing holiday commitments: | | | | |

### REFERENCES

### Please give the names and e-amil 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: Name:  Position held in relation to applicant:  Organisation:  E-mail:  May we contact this referee prior to interview? | | | | Penultimate employer, College tutor or teacher Name:  Position held in relation to applicant:  Organisation:  E-mail:  May we contact this referee prior to interview? | | | |
| YES |  | NO |  | YES |  | NO |  |

#### Data Protection Regulations

Newnham College is committed to protecting your personal information and being transparent about the information we hold about you. Our data protection policy and statements can be viewed on our website:  <https://www.newn.cam.ac.uk/wp-content/uploads/2021/08/DPS-Job-Applicants-Staff-and-Senior-Members-2021-01.pdf>

### 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 satisfactory references, my providing proof of my right to work in the UK and for some posts a satisfactory DBS check and/or medical check. I understand that confirmation in post is subject to the completion of a satisfactory probation.

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| --- | --- | --- | --- |
| Signed: |  | Date: |  |
| Thank you for your interest in employment at Newnham College. Please return your completed form to [HRManager@newn.cam.ac.uk](mailto:HRManager@newn.cam.ac.uk) or post it to the HR Manager, Newnham College, Sidgwick Avenue, Cambridge, CB3 9HU. | | | | |