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| **Shield small with college name.JPG** | *Magdalene College, Cambridge, CB3 0AG*  **Office use only**: application reference:  Acknowledged:  *Registered Charity Number 1137542* **confidential****Applicant Confidential Details** |

**Notes to applicants:** This confidential details form is used to ensure that the same information is received from each candidate in a standardised format and that only the details we require are provided. This information will not be shared with the shortlisting or recruiting panel. This form will be stored and destroyed in line with the current GDPR rules.

Please ensure you complete this form and return it, along with your fully completed application form prior to the closing date and time advertised.

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| **POSITION APPLIED FOR** |  |

### PERSONAL DETAILS

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| --- | --- | --- | --- |
| **Surname:** | **First Name:**  **Preferred Name:** | | **Title:** |
| **Address** (including postcode): | **Contact telephone number(s):Home:**  **Mobile:** | | |
| **Email address:** | | |
| Have you previously worked or applied to work at Magdalene? | | Yes No | |
| If ‘Yes’ please give position(s) applied for and dates. | | | |

### ELIGIBILITY FOR EMPLOYMENT

|  |  |
| --- | --- |
| Are you eligible for employment in the United Kingdom? **(Immigration and Asylum Act 1996)** | Yes  No |
| Please state which ORIGINAL documents you can provide *(Please tick the relevant box/boxes.) You will be required to bring this documentation to interview.*  **EITHER one of:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  | British Passport |  | Other document showing an authorisation to reside and work in the UK | | **OR BOTH:** | |  | Birth/Adoption/Naturalisation certificate (with name of holder’s parents) |  | Document showing name and NI number | | |

**CONFIDENTIAL INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nationality:** |  | | | | | | | | | |
| National Insurance Number: |  |  |  |  |  |  | |  |  |  |
| **Have you ever been convicted in a Court of Law?**  **(Declaration subject to Rehabilitation of Offenders Act 1974)**  **If so, please give details (unspent convictions only unless an exempt post):** | | | | | | | Yes  No | | | |
| **Have you ever been dismissed from previous employment?**  **If yes give details.**    (If you have answered yes to this question then the previous employer may be consulted) | | | | | | | Yes  No | | | |

**APPLICANT DECLARATION AND DATA CONSENT**

**The information given on this form will be processed for employment selection and statistical purposes and will be retained for successful candidates. Applications for unsuccessful candidates will be retained for up to six months. Any processing of personal data by the College will be in accordance with the principles set out in the Data Protection Act. The information supplied may be verified. You will be given the opportunity to state any disability needs if called for an interview.**

**Please read the statements below and then sign and date to confirm your acceptance of them.**

|  |  |  |  |
| --- | --- | --- | --- |
| * **I have read the above and I understand and accept how the College will use and store my personal details.** * **I confirm that the information I have given in this application for employment and any supporting documents is correct and complete.** * **I understand that failure to disclose any relevant information or the provision of false information may lead to dismissal or withdrawal of any offer of employment made to me.** * **I understand that Magdalene College may check all or any of the information provided as part of my application or given in references.** * **I understand that an appointment (if offered) will be subject to the receipt of references, and the outcome of any relevant pre-employment checks, which the College regards as satisfactory.** | | | |
| **Signature** |  | **Date** |  |

Once completed please return this form with your application form either: via email to [hr@magd.cam.ac.uk](mailto:hr@magd.cam.ac.uk) or by post to HR Administrator, Magdalene College, Cambridge, CB3 0AG. All applications received will be acknowledged via email where an email address is provided.