**Office use only**: application reference:

|  |  |
| --- | --- |
| **Shield small with college name.JPG** | *Magdalene College, Cambridge, CB3 0AG**Registered Charity Number 1137542***confidential****Application Form** |

**Notes to applicants:** This application 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. If there is not enough space provided on the form, please continue on a separate sheet of paper. PLEASE DO NOT ATTACH A CV. CV’s are not accepted as part of our recruitment process and they will not be viewed by the shortlisting panel. Applications received after the closing date and time will not be passed for shortlisting.

|  |  |
| --- | --- |
| **POSITION APPLIED FOR** |  |

**PRESENT/MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| **Name and address of employer:** | **Start date:****End date:** |
| **Job title:** |
| **Notice required:** | **Current Salary:** |
| **Brief outline of your main duties:**  |
| **Reason for leaving/wishing to leave:** |

### PREVIOUS EMPLOYMENT

Please give details of all previous positions held (most recent first). Please include any periods of voluntary work, travel, career breaks and unemployment. Please continue on a separate sheet if necessary.

|  |  |
| --- | --- |
| **Name and address of employer:** | **Start date:****End date:** |
| **Job title:** |
| **Reason for leaving:** |
| **Brief outline of your main duties:**  |
| **Name and address of employer:** | **Start date:****End date:** |
| **Job title:** |
| **Reason for leaving:** |
| **Brief outline of your main duties:**  |
| **Name and address of employer:** | **Start date:****End date:** |
| **Job title:** |
| **Reason for leaving:** |
| **Brief outline of your main duties:**  |
| **Name and address of employer:** | **Start date:****End date:** |
| **Job title:** |
| **Reason for leaving:** |
| **Brief outline of your main duties:**  |

### EDUCATION / QUALIFICATIONS / TRAINING

Starting with the most recent, please give details of your education, qualifications and any training relevant to this application (including GCSE’s, A-levels/or equivalent, and degrees)

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College/Organisation/Provider** | **From** | **To** | **Grade / Examinations Passed / Qualification** |
|       |       |       |       |
| Please give details of any professional memberships:      |

### STATEMENT IN SUPPORT OF YOUR APPLICATION

|  |
| --- |
| Please use this section to detail the **skills, knowledge and experience** you have which are relevant to this position, and you believe make you the most suitable candidate for the role. Outline how any paid work, voluntary work, studies or leisure activities have given you the relevant abilities required. Be sure to include any relevant achievements. (Please continue on a separate sheet if necessary). |

### FURTHER INFORMATION

|  |
| --- |
| **Please use this space if you wish to provide any other relevant information in support of your application.**(Please continue on a separate sheet if necessary) |

### REFERENCES

### Please give details of two referees (not relatives or friends) who we can contact to provide information in support of your application. One of these must be your current employer (your manager, supervisor or HR Department). If you are not currently employed, please supply details of your most recent employer. School or college leavers should provide details of a lecturer or course tutor. Please ensure that your referees are aware of your application.

**First Referee**

|  |  |
| --- | --- |
| **Name:** | **Position:** |
| **Relationship to you:** | **Organisation:** |
| **Address:** | **Daytime telephone number:** |
| **Email address:** |
| **May we contact this referee following a conditional offer of employment?** | Yes No  |

**Second Referee**

|  |  |
| --- | --- |
| **Name:** | **Position:** |
| **Relationship to you:** | **Organisation:** |
| **Address:** | **Daytime telephone number:** |
| **Email address:** |
| **May we contact this referee following a conditional offer of employment?** | Yes No  |

Once fully completed please return this form along with your Confidential Details for either via email to 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.