



Magdalene College
University of Cambridge

Magdalene College, Cambridge, CB3 0AG
Registered Charity Number 1137542

CONFIDENTIAL

Application for Employment

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.

Please ensure you complete this form fully and clearly and return it prior to the closing date and time advertised.

POSITION APPLIED FOR	
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PERSONAL DETAILS

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 <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/>
		No <input type="checkbox"/>
Please state which ORIGINAL documents you can provide <i>(Please tick the relevant box/boxes.) You will be required to bring this documentation to interview.</i>		
<u>EITHER ONE OF:</u>		
<input type="checkbox"/> British passport	<input type="checkbox"/> European Economic Area identity card or passport	<input type="checkbox"/> Other document showing an authorisation to reside and work in the UK
OR BOTH:	<input type="checkbox"/> Birth/Adoption/Naturalisation certificate (with name of holder's parents)	<input type="checkbox"/> 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)									
								Yes	<input type="checkbox"/>
If so, please give details (unspent convictions only unless an exempt post):									
								No	<input type="checkbox"/>
Have you ever been dismissed from previous employment? If yes give details.									
								Yes	<input type="checkbox"/>
								No	<input type="checkbox"/>
(If you have answered yes to this question then the previous employer may be consulted)									

ADDITIONAL INFORMATION

Where did you see this vacancy advertised?									
Magdalene website	University Website	Jobs Now Website	Cambridge News	Other Local Paper	Indeed website	Friend	Internally	Other	
If Other, please state:									
When would you be able to take up the post if successful?									

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.

<ul style="list-style-type: none"> • 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 fully completed please return your application form either: via email to hr@magd.cam.ac.uk or by post to HR Secretary, Magdalene College, Cambridge, CB3 0AG. All applications received will be acknowledged via email where an email address is provided.

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 or supervisor). 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 <input type="checkbox"/> No <input type="checkbox"/>

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 <input type="checkbox"/> No <input type="checkbox"/>

Office use only

Important - This section is for the use of those responsible for selecting applicants for interview. Records of all unsuccessful applications should be kept for a period of 6 months from the date that an appointment decision is notified, together with brief notes, for monitoring purposes and as evidence should a claim of unlawful discrimination be made against Magdalene College.

Applicant meets person specification criteria **Yes / No**

Invite for first interview **Yes / No**

Invite for second interview **Yes / No**
(if applicable)

Reasons if applicant is not selected for interview or not successful at final interview (date and sign):