



JESUS COLLEGE  
CAMBRIDGE

**APPLICATION FOR EMPLOYMENT OR CASUAL WORK**

**Position applied for:**

**1. Personal Details** (*block capitals*)

**Title:** Dr/ Mr/ Mrs/ Miss/ Ms / Other

**Surname:**

**Forenames:**

**Preferred first name/Known as:**

**Postal Address:**

**Home Telephone No:**

**Mobile:**

**Email Address:**

**Are you a Settled Worker? (i.e do you have the permanent right to work in the UK – for example, as a British or EEA citizen (please circle):**

YES/ NO

If No, please provide details of your current eligibility to live and be employed in the UK (we are unable to employ you without this information):

**Share Code:**

## 2. Education and Qualifications

A. Formal academic and professional qualifications. Please include college and university education details:

Place of learning	Qualification and Grades achieved.	Subjects studied

B. Other relevant training or qualifications (eg. short courses, on-the-job training etc) Please detail membership of professional and technical associations,

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## 3. Employment Record

Please complete here the full particulars of all your employment since leaving full time education. Please account for any period which you were not employed. If you need more space, please attach additional pages/notes. **Please list your most recent employer first.**

From (month/year)	To (month/year)	Title of post:
Name and address of employer:		Type of activity: _____ Reason for leaving: _____ Current salary/ salary on leaving
Contact name & email for reference:		Can this reference be approached prior to interview?
Description of duties:		

From (month/year)	To (month/year)	Title of post:
Name and address of employer:		Type of activity: _____
		Reason for leaving:
<b>Contact name &amp; email for reference:</b>		<b>Can this reference be approached prior to interview?</b>
Description of duties:		

From (month/year)	To (month/year)	Title of post:
Name and address of employer:		Type of activity: _____
		Reason for leaving:
<b>Contact name &amp; email for reference:</b>		<b>Can this reference be approached prior to interview?</b>
Description of duties:		

From (month/year)	To (month/year)	Title of post:
Name and address of employer:		Type of activity: <hr/> Reason for leaving:
<b>Contact name &amp; email for reference:</b>		<b>Can this reference be approached prior to interview?</b>
Description of duties:		

#### 4: References

##### Employment / Professional suitability

This information will be taken from Section 3. Unless you record a specific objection in Section 3, we reserve the right to communicate with any of your past and current employers.

You may also provide the name and address of a person, other than previous employers, who will be able to comment on your academic/technical capability/work experience (for example, a supervisor, tutor or colleague).

<p><b>Name:</b></p> <p><b>Address:</b></p> <p><b>Email:</b></p> <p><b>Occupation:</b></p>
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**5. Personal Profile and Experience**

What skills and knowledge specific to this role can you offer? (please refer to job description/person specification) Please also include any relevant achievements applicable to this post.

**6. What are your reasons for applying for this post?**

**7. Interests and Hobbies**

**8. Rehabilitation of Offenders Act 1974**

You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974. Please note that some positions at the College require us to undertake a DBS check The Rehabilitation of Offenders Act does not apply to certain specified professions, nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed:

Do you have a criminal conviction?  
(Yes / No)

Are there any outstanding summonses or charges against you?  
(Yes / No)

If the answer to either of these questions is yes, this will not necessarily exclude you from employment as each case is considered on its own merit. The College has a policy on the recruitment of ex-offenders and you may request to see a copy of this. The information you provide will be treated as strictly confidential and will be considered only in relation to the job in which you are applying. **If yes, please attach details in a sealed envelope marked confidential, for the attention of the Human Resources Manager, giving the nature of the offence, date and sentence imposed.**

**9. Additional Information**

**Where did you see this position advertised?**

**If you have a disability, we welcome your application and we will treat you fairly. We will adjust the selection process and facilities, where required and reasonable to do so. Please explain here any adjustments that you may need.**

**10. Further Details**

**Please use this space for any additional information to support your application. Please indicate here what your current notice period is and when you would be able to start the job, if appointed.**

**DECLARATION**

**I hereby certify that the information contained in this form is to the best of my knowledge correct.**

**I am not aware of any circumstances which, if disclosed, except as provided under Rehabilitation of Offenders Act 1974, might cause my fitness for employment to be questioned. I understand that any willful misstatement renders me liable to disqualification or to summary dismissal if engaged.**

**I understand that any offer of employment will be subject to evidence of my eligibility to work in the UK, receipt of satisfactory references and any other necessary pre-employment checks.**

**Signature of applicant:**

**Date:**

***Data Protection Statement***

*Details of how we use the personal information we collect about applicants can be found at:  
[www.jesus.cam.ac.uk/college/people/vacancies](http://www.jesus.cam.ac.uk/college/people/vacancies).*