



EMMANUEL COLLEGE
Cambridge CB2 3AP

Application for Employment

Position applied for:	Assistant Head Gardener
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PERSONAL DETAILS

Surname:	Other names:
Address:	Telephone number: Home: _____ Work: _____ (May the work number be used discreetly to contact you? Yes <input type="checkbox"/> No <input type="checkbox"/>
Email address.....	Next of Kin (give full forename(s) and surname, and address):
Passport Number..... (Before any offer of employment can be made a current valid passport number must be provided; if you are unable to provide this, alternative documents that you may supply to enable Emmanuel to verify your eligibility to work in the UK will be discussed at interview)	
National Insurance Number:	
Do you require a work permit to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>	Do you hold a current full clean driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>

EDUCATION RECORD

Name of School/College/University attended	Examinations taken/qualifications gained

TECHNICAL, PROFESSIONAL OR OCCUPATIONAL TRAINING since leaving full-time education (continue on a separate sheet if necessary)

Dates	Type of Training	College, Firm or Institute	Examinations taken/qualifications gained

EMPLOYMENT HISTORY

Please give details of all positions held since completing your full time education, starting with your present or most recent position (include any service with the Armed Forces) and continue on a separate sheet if necessary.

Dates From To	Name of Employer, address & nature of business	Position and duties	Starting and leaving salary	Reason for leaving

Territorial or Reserve Armed Forces Commitments - give details:

INTERESTS

Please provide details of your main interests or hobbies outside work.

ADDITIONAL INFORMATION

Do you speak any foreign languages? Please indicate which languages and to what level of fluency. (please continue on a separate sheet if necessary)

Is there any further information you would like to give in support of your application?

Please set out any adjustments or special requirements that are necessary to assist you in the event that you are invited for interview.

REFERENCES

Please give the name and address of two people who will provide a reference. One of these referees should normally be your most recent employer, who will not be contacted unless you are selected for interview.

<p>Name:</p> <p>Relationship to you:</p> <p>Position:</p> <p>Address:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Do we have your permission to contact this referee? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name:</p> <p>Relationship to you:</p> <p>Position:</p> <p>Address:</p> <p>Telephone number:</p> <p>Email address:</p> <p>Do we have your permission to contact this referee? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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Have you any unspent convictions? Yes/No. If yes, please specify. (Declaration subject to the Rehabilitation of Offenders Act 1974)

Should it be deemed necessary do you grant your consent to Emmanuel College to request a check with the Criminal Records Bureau? Yes/No (please indicate)

If successful when could you take up a new appointment?

I confirm that the information I have given in this Application for Employment is correct and complete. I understand that failure to disclose any relevant information or the provision of false information will nullify any subsequent contract of employment. I understand that information included on this application form will be processed in accordance with the Data Protection Act by Emmanuel College for human resource management purposes.

Signature _____ Date _____

When completed this form should be returned marked "Strictly Private & Confidential" to, The Bursar's Office, Emmanuel College, St Andrew's Street, Cambridge CB2 3AP.

FOR OFFICE USE ONLY

<u>Dates</u>		Interview/Regret	Interview Date	References Checked		Offer/Regret
Form Received	Acknowledged			1	2	