



EMMANUEL COLLEGE  
Cambridge CB2 3AP

**Application for Employment**

Position applied for:	<b>Mead Fellowship in Economics</b>
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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?

## **MEDICAL HISTORY**

1. How many day's absence have you had through ill health in the past two years? .....

\*2. Please give brief details and dates of any serious illnesses, operations or disabilities. Also give details of any recurring complaints and allergies.

\*3. If you have any disability, please set out anything that the College can do to assist you: 1) at the recruitment/interview stage? or 2) in the performance of the duties allocated to the post applied for?

4. Are you a smoker? YES  NO

\* These questions are asked in order to ascertain what adjustments might be appropriate to assist you.

## **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>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>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? If so, please specify. (Declaration subject to the Rehabilitation of Offenders Act 1974)

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 to, Emmanuel College, St Andrew's Street, Cambridge CB2 3AP marked "Confidential".*

FOR OFFICE USE ONLY

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