**Position applied for:** Development Assistant

### PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Other names:</th>
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<table>
<thead>
<tr>
<th>Address:</th>
<th>Telephone number:</th>
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<tbody>
<tr>
<td></td>
<td>Mobile: ____________________</td>
</tr>
<tr>
<td></td>
<td>Home: ____________________</td>
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<tr>
<td></td>
<td>Work: ____________________</td>
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</table>

Email address: ..............................................

(May the work number be used discreetly to contact you?)

- [ ] Yes
- [ ] No

Do you require a work permit to work in the UK?

- [ ] Yes
- [ ] No

Do you hold a current full clean driving licence?

- [ ] Yes
- [ ] No

### EDUCATION RECORD

<table>
<thead>
<tr>
<th>Name of School/College/University attended</th>
<th>Examinations taken/qualifications gained</th>
</tr>
</thead>
<tbody>
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</table>

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

<table>
<thead>
<tr>
<th>Dates</th>
<th>Type of Training</th>
<th>College, Firm or Institute</th>
<th>Examinations taken/qualifications gained</th>
</tr>
</thead>
<tbody>
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</table>
**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.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Name of Employer, address &amp; nature of business</th>
<th>Position and duties</th>
<th>Starting and leaving salary</th>
<th>Reason for leaving</th>
</tr>
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</table>

Territorial or Reserve Armed Forces Commitments - give details:

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

ADDITIONAL INFORMATION
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. (Interviews will be held on Wednesday 18th December – please indicate your availability on this date)
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.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Name:</th>
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<tbody>
<tr>
<td>Relationship to you:</td>
<td>Relationship to you:</td>
</tr>
<tr>
<td>Position:</td>
<td>Position:</td>
</tr>
<tr>
<td>Address:</td>
<td>Address:</td>
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<tr>
<td>Telephone number:</td>
<td>Telephone number:</td>
</tr>
<tr>
<td>Email address:</td>
<td>Email address:</td>
</tr>
<tr>
<td>Do we have your permission to contact this referee?</td>
<td>Do we have your permission to contact this referee?</td>
</tr>
<tr>
<td>Yes ☐ No ☐</td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

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 Disclosure & Barring Service (DBS)? Yes/No (please indicate)

Where did you see the position advertised?

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 General Data Protection Regulation by Emmanuel College for human resource management purposes - further information available at www.emma.cam.ac.uk/about/jobs

Signature ___________________________________________  Date  ______________________________________

When completed this form should be returned marked “Strictly Private & Confidential” to, The HR Department, Emmanuel College, St Andrew’s Street, Cambridge CB2 3AP.