 EMMANUEL COLLEGE

Cambridge CB2 3AP

**Application for Employment**

|  |  |
| --- | --- |
| Position applied for: | **Casual Catering Staff** |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Other names: |
| Address:  Email address**…………………………………….** | Telephone number:  Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (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 Don’t know | Do you hold a current full clean driving licence?  Yes No |

**EMPLOYMENT HISTORY/ EDUCATION RECORD**

Please give details of positions held within the last 6 years, starting with your present or most recent position and continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  From To | Name of Employer/ School & address | Position and duties/ Subjects studied | Reason for leaving |
|  |  |  |  |

**INTERESTS & ADDITIONAL INFORMATION**

|  |
| --- |
| Please provide details of your main interests or hobbies outside work and any additional information in support of your application. |

|  |
| --- |
| Please set out any additional 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. | |
| Name:  Relationship to you:  Position:  Address:  Telephone number:  Email address:  Do we have your permission to contact this referee?  Yes No | Name:  Relationship to you:  Position:  Address:  Telephone number:  Email address:  Do we have your permission to contact this referee?  Yes No |

|  |
| --- |
| Conflict of interest - Do you have any connections with the College or its staff? |

|  |
| --- |
| 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**](http://www.emma.cam.ac.uk/about/jobs)

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

When completed this form should be returned to [HR@emma.cam.ac.uk](mailto:HR@emma.cam.ac.uk) or marked “Strictly Private & Confidential” to, HR Assistant, Emmanuel College, St Andrew’s Street, Cambridge CB2 3AP.