



EMMANUEL COLLEGE
Cambridge CB2 3AP

Application for Employment

Position applied for:	Catering Assistant
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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.....	
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)	Next of Kin (give full forename(s) and surname, and address):
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"/>

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	Reason for leaving

INTERESTS

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

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:	Name:
Relationship to you:	Relationship to you:
Position:	Position:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:
Do we have your permission to contact this referee?	Do we have your permission to contact this referee?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

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, HR Assistant, Emmanuel College, St Andrew's Street, Cambridge CB2 3AP.