



EMMANUEL COLLEGE
Cambridge CB2 3AP

Application for Employment

Position applied for:	Casual Catering Staff
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PERSONAL DETAILS

Surname:	Other names:
Address:	Telephone number:
Email address.....	Mobile: _____
	Home: _____
	Work: _____
	(May the work number be used discreetly to contact you?) Yes <input type="checkbox"/> No <input type="checkbox"/>
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/ 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		Name of Employer/ School & address	Position and duties/ Subjects studied	Reason for leaving
From	To			

INTERESTS & ADDITIONAL INFORMATION

Please provide details of your main interests or hobbies outside work and any additional information in support of your application.
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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:	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"/>

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

Signature _____ Date _____

When completed this form should be returned to HR@emma.cam.ac.uk or marked "Strictly Private & Confidential" to, HR Assistant, Emmanuel College, St Andrew's Street, Cambridge CB2 3AP.