

# Application for Employment – Cover Sheet - PD18



The information given will be processed for employment selection and statistical purposes. Applications will be retained for the successful candidate. Applications from unsuccessful candidates will be retained for up to twelve months. If you require this in an alternative format, contact the department to which you are applying.

This form is broken down into three parts. Part I contains information that will be used in the selection process. This should be completed by all applicants. Part II contains information for additional vetting. This is required for some posts and you will be advised accordingly. Part III is requested of all applicants and provides equal opportunity information. This information is not used as part of the selection process.

Position applied for	
Department	
Vacancy Reference	

## PART I

### PERSONAL DETAILS

Forename(s)	Surname	Title
Current Address :	Contact details:	
	(1) Daytime telephone:	
	(2) Mobile:	
Post code:	(3) E-mail address:	
	Do you require a work permit/permission to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Current salary and any financial benefits	Current notice period	

### WORK REFERENCES

References should normally be work related references and include your present employment (or your most recent employer) or course tutor if currently a student. For academic appointments, one of the references should be external to the University. The job advertisement should indicate whether you are required to submit two or three references.	
Name	
Position	
Address	
Telephone number	
E-mail address	
Do we have permission to contact this referee before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Second Reference****PART I Cont'd**

Name
Position
Address
Telephone number
E-mail address
Do we have permission to contact this referee before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

**Third Reference**

Name
Position
Address
Telephone number
E-mail address
Do we have permission to contact this referee before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

**APPLICANT DECLARATION & DATA CONSENT**

- I confirm that the information I have given in this application for employment form and any supporting documents is correct and complete.
- I understand that failure to disclose any relevant information or the provision of false information may lead to dismissal and subsequent termination of contract of employment.
- I understand that the University of Cambridge will carry out a verification process and will check all or any of the information provided on the application form, given in references and presented as proof of identity.
- I agree for release of information under the provisions of the Data Protection Act 1998
- I understand that an appointment, if offered, may be subject to a satisfactory medical examination.
- If I have been required to submit Part II as part of the application process, I understand that the University of Cambridge will verify the information given in Part II, which might include referral to an appropriate third party for purposes of security clearance.

Signature .....

Date .....

## PART II

For additional vetting purposes, you are required to complete Part II of the application form. As instructed, please complete only the relevant section(s) below.

### A. FOR SELECTED APPLICATIONS

#### I Personal Details

Maiden Name (if applicable)	
Date of birth	Place of birth
Nationality	National Insurance Number
Driving Licence No.	Passport No. and Issue Date

#### II Personal Referees

Please complete the contact details for two referees who have known you in a personal capacity over the last five years. We may prefer to seek a written reference before the interview.

Name	Name
Position	Position
Address	Address
Postcode	Postcode
Telephone number	Telephone number
E-mail address	E-mail address
How long have they known you?	How long have they known you?
In what capacity have they known you?	In what capacity have they known you?
Do we have permission to contact this referee before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do we have permission to contact this referee before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

#### III Previous Address

If you have lived at your current address for less than 5 years, please give details of all addresses for the previous five years with dates below. (Continue on additional sheet if required.)

From: (month/year) Address	To: (month/year) Postcode
From: (month/year) Address	To: (month/year) Postcode

## A. FOR SELECTED APPLICATIONS CONT'D

## PART II Cont'd

### IV Additional Checks

- \* I authorise the Driver and Vehicle Licensing Agency to supply any information with the exception of any medical information that may be held on its driver computer record, relating to myself and my driving entitlement past and present including any valid endorsement, disqualifications etc (within the meaning of the Road Traffic Offenders Act 1988), to an external security service.

Signature ..... Date .....

- \* I authorise the United Kingdom Passport Agency to supply and information held in its records regarding the details of my passport submitted with this application to an external security service.

Signature ..... Date .....

- \* I request the information to be sent to myself / external security service.  
(Please delete whichever is not appropriate.)

- \* I hereby consent to the external security service passing the results of the security vetting process to the University of Cambridge for the purpose of my application.

Signature ..... Date .....

## B. FOR APPLICATIONS TO POSTS WORKING WITH CHILDREN AND VULNERABLE ADULTS OR TO SECURITY SENSITIVE AREAS

The University of Cambridge actively promotes equality of opportunity for all, as stated in our Equal Opportunities policy. Any declaration would be treated in confidence and would not be used against applicants unfairly. A conviction does not automatically prevent you from being approved, however failure to declare will lead to immediate action.

Where it is a requirement of the post to submit an Enhanced Disclosure application to the Criminal Records Bureau this information will be treated in confidence. Any disclosed information will be discussed with short listed applicants. Any applicant that fails to reveal information relevant to the position applied for that is subsequently revealed on Disclosure may have their conditional offer of employment withdrawn.

This post is subject to the Rehabilitation of Offenders Act 1974. You should complete this section if you have any court action pending against you, been cautioned, or have criminal convictions that are not considered 'spent' under the Rehabilitation of Offenders Act 1974.

Have you ever been cautioned / convicted of a criminal offence / have any hearings pending? Yes ☐ No ☐

If 'YES' please give further information

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If you are applying for a post that is exempt from the provisions of the Rehabilitation of Offenders Act 1974 you must disclose ALL criminal convictions found against you (spent and unspent). The recruiting department will confirm if the post is exempt and therefore, what you must declare.

# EQUAL OPPORTUNITIES MONITORING SLIP

## PART III

The University is an Equal Opportunities employer and is committed to treating all job applications on their merits. The information provided here will not be used in considering your application but will be collected centrally to check that the University is treating all applicants on the basis of their ability to carry out the duties of the post irrespective of gender, race or disability. Please tick the boxes below. The information will be separated from the application form and will not be given to the selection panel.

Vacancy Reference .....	Office/Post Title .....	For office use
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### Gender

*Tick the appropriate box to indicate your gender*

☐ Female

☐ Male

### Ethnic Origin

*Choose ONE section from A to E, then tick the appropriate box to indicate your background.*

#### A White:

☐ White – British

☐ White - Irish

☐ White - Other white background

#### B Mixed:

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

☐ Any other mixed background

#### C Asian or Asian British:

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Any other Asian background

#### D Black or Black British:

☐ Caribbean

☐ African

☐ Other Black background

#### E Chinese or Chinese British or other ethnic group:

☐ Chinese

☐ Any other background

### Disability

Do you regard yourself as in any way disabled?

☐ Yes

☐ No

### Advertising

Where did you first learn about this vacancy?

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