



CONFIDENTIAL – Application for Employment

To ensure that all applicants are treated equally, this form is in a standardised format so only the details we require are provided. If more space is needed, please continue on a separate sheet of paper marked with your name and post applied for. All applications must also include an **up to date CV**.

Position applied for:	
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PERSONAL DETAILS

Surname:		Other name(s):		Title:	
Address:		Daytime telephone number:			
		Work telephone number:			
		May we use your work number to contact you?			
		Email address:			

GENERAL INFORMATION

Period of notice required by your current employer:	
Current salary:	
Please provide details of any existing holiday commitments:	
Do you have a National Insurance Number? (not temporary)	

ELIGIBILITY FOR UK EMPLOYMENT

Are you eligible for employment in the United Kingdom?	
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Please indicate below which ORIGINAL documents you can provide:	
<ul style="list-style-type: none"> • Passport • Birth Certificate • Share code from www.gov.uk/prove-right-to-work • None of the above 	

REFERENCES

Referee 1

Name:	
Organisation:	
Address:	
Email address:	
Daytime telephone number:	
Position held in relation to applicant:	

Referee 2

Name:	
Organisation:	
Address:	
Email address:	
Daytime telephone number:	
Position held in relation to applicant:	

Do we have your permission to contact Referee 1 following a conditional offer of employment to you?	
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Do we have your permission to contact Referee 2 following a conditional offer of employment to you?	
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GENERAL DATA PROTECTION REGULATIONS

Information given in this form will remain private and confidential and only used for the purpose of recruitment and selection. Personal data in respect of successful applicants will be held for personnel administration purposes. Processing will take place in accordance with the provisions of the General Data Protection Regulations. Information relating to unsuccessful applicants will be destroyed as soon as possible and no later than six months from the date of appointment. You can see how we handle data of job applicants and staff on our website in our [Job Applicants Data Protection Policy](#).

EQUAL OPPORTUNITIES

The College actively supports equality, diversity and inclusion and we encourage applications from all sections of society and in particular, from people who may be under-represented in our community. Entry into a position with the College will be determined by the application of criteria related to the duties of the post. In all cases, ability to perform the job will be the primary consideration. If you require any assistance during the recruitment process, please contact the HR Administrator on 01223 764351 or at careers@cai.cam.ac.uk.

DECLARATION

I declare that the information given in this application and in any supporting documentation is correct and complete. I understand that any offer of employment will be subject to receipt of satisfactory references.

Signed:		Date:	
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Thank you for your interest in employment with Gonville & Caius College. Please return your completed application form, along with an up to date CV:

- via email to: careers@cai.cam.ac.uk
- by hand to: the Porters' Lodge on Trinity Street*
- via post to: The Human Resources Department
Gonville & Caius College
Trinity Street
Cambridge
CB2 1TA

**Please note that if you choose to hand in your completed application to the Porters' Lodge by hand, you must ensure that your application form and CV are enclosed in an envelope labelled 'FAO HR Administrator'.*

If you require any assistance during the application process, please call the HR Administrator on 01223 764351, or email us at careers@cai.cam.ac.uk.