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EMMANUEL COLLEGE

**Application for Employment**

|  |  |
| --- | --- |
| Position applied for: | **Conference & Accommodations Coordinator** |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname |  |
| First name(s) |  |
| Current address (including postcode) |  |
| Mobile telephone |  |
| Work telephone  May this number be used to discreetly contact you? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Yes  No |
| Email address |  |
| Do you hold a current full driving licence? | Yes  No |
| Immigration Status | Are you a settled worker (i.e. do you have the **permanent** right to work in the UK – for example as a British or EEA citizen)?  Yes  No  If no, do you already have **temporary** permission to work in the UK?  Yes  No  If yes, please specify your visa type and visa end date: |

**EDUCATION RECORD**

Starting with the most recent, please give details of your education. We may ask you to produce qualification certificates if we ask you to attend an interview.

|  |  |
| --- | --- |
| Name of School/College/University attended | Examinations taken/qualifications gained |
|  |  |

**TECHNICAL, PROFESSIONAL OR OCCUPATIONAL TRAINING**

Starting with the most recent, please give details of any training since leaving full-time education. We may ask you to produce qualification certificates if we ask you to attend an interview.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Type of Training | College, Firm or Institute | Examinations taken/  qualifications gained |
|  |  |  |  |

**PROFESSIONAL BODY MEMBERSHIP**

Please give details of any professional body membership which you hold.

|  |  |
| --- | --- |
| Professional body |  |
| Membership level |  |
| Start date |  |

|  |
| --- |
| Territorial or Reserve Armed Forces Commitments - give details |
|  |

**EMPLOYMENT HISTORY**

Please give details of all positions held since completing your full time education, starting with your present or most recent position 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. |
|  |

**ADDITIONAL INFORMATION**

|  |
| --- |
| Is there any further information you would like to give in support of your application? |
|  |

|  |
| --- |
| Please set out any adjustments or special requirements that are necessary to assist you in the event that you are invited for interview. |
|  |

**ADDITIONAL DETAILS**

|  |  |
| --- | --- |
| Conflict of interest – do you have any connection to the College or its’ staff?  If yes, please provide details | Yes  No |

|  |  |
| --- | --- |
| Where did you first learn about this vacancy? |  |

|  |  |
| --- | --- |
| 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 |

|  |  |
| --- | --- |
| If successful, when could you take up a new appointment? |  |

### 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 shortlisted further after interview.

**First reference**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Relationship to you |  |
| Address |  |
| Telephone number |  |
| E-mail address |  |
| Can we contact this referee before the interview? | Yes  No |

**Second reference**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Relationship to you |  |
| Address |  |
| Telephone number |  |
| E-mail address |  |
| Can we contact this referee before the interview? | Yes  No |

**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 marked “Strictly Private & Confidential” to, hr@emma.cam.ac.uk.