**APPLICATION FOR EMPLOYMENT**

|  |  |
| --- | --- |
| Position applied for |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title | Mr/Mrs/Ms/Miss/Dr/Other: |
| First name(s) |  |
| Surname |  |
| Current address  Post code |  |
| Primary telephone number |  |
| Secondary telephone number |  |
| E-mail address |  |
| Immigration status | Are you a settled worker (i.e. do you have the permanent right to work in the UK – e.g. 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: |
| UK National Insurance number | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |

**Education**

|  |  |
| --- | --- |
| Name of School/College/University attended: | Qualification gained and dates |
|  |  |

**Professional training/qualifications and any other training relevant to this application**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Type of training | College/Institution | Qualification obtained |
|  |  |  |  |

**CAREER HISTORY**

Starting with your present please give full details of your career history. As well as employment please include any periods of voluntary work, travel, career breaks and unemployment*. Please continue on separate sheet if necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start date | End date | Employer | Job title and key responsibilities | Reason for leaving |
|  |  |  |  |  |

**Professional Body Membership**

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

**SUPPORTING STATEMENT**

Please review the requirements of the role and provide evidence of how you meet these using specific examples. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

|  |
| --- |
|  |

**REFERENCES**

Please give details of two people (not relatives or friends) who will each provide an employer’s reference. One of these referees must be your current or most recent employer.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
| Telephone number |  |
| E-mail address |  |
| Do we have your permission to contact this referee prior to interview/before an offer is made to you? | Yes  No |
| Name |  |
| Position |  |
| Address |  |
| Telephone number |  |
| E-mail address |  |
| Do we have your permission to contact this referee prior to interview/before an offer is made to you? | Yes  No |

|  |  |
| --- | --- |
| Are there any dates you are not available for interview? If so please specify |  |

|  |  |
| --- | --- |
| When could you take up a new appointment if successful? |  |

|  |  |
| --- | --- |
| Where did you see this role advertised? |  |

**APPLICATION DECLARATION AND DATA CONSENT**

The information you have provided in this application form will be used solely in the recruitment process and will be retained if you are successful. If you are unsuccessful we will destroy it twelve months after this vacancy closes[[1]](#footnote-1). Security procedures are in place for protecting your data in accordance with the principles of the General Data Protection Regulation (GDPR). Your details may be stored electronically in a password protected system and/ or as paper copies in secure storage. Such information may include anonymised details relating to ethnicity and disability; this data will be used solely for internal monitoring and will not be disclosed to a third party. Further details of your rights can be found in the Privacy Statement for Applicants available to download from the job advert.

By signing and returning this application form:

* I confirm that the information I have given in this Application form is correct and complete.
* I understand that failure to disclose any relevant information or providing false information will nullify any subsequent contract of employment with Meet Cambridge.
* I consent to Meet Cambridge using and keeping information about me, provided by me or third parties, such as referees, relating to my application or future employment.
* I understand that an appointment, if offered, will be subject to the receipt of references and the outcome of any relevant pre-employment checks, which Meet Cambridge regards as satisfactory.

**Signature: Date:**

**Please return to the Head of Meet Cambridge by email to** [**judith@meet-cambridge.com**](mailto:judith@meet-cambridge.com?subject=Head%20of%20Meet%20Cambridge%20Application)

Except if the person appointed to the post is a migrant sponsored under the points based immigration system, when we are required to retain the applications of all candidates shortlisted for final interview for one year or until a UK VISAs & Immigration compliance officer has examined and approved them, whichever is the sooner.

1. [↑](#footnote-ref-1)