**ROBINSON COLLEGE**

CAMBRIDGE CB3 9AN

Tel: 01223 339100; Fax: 01223 351794 / Email: [careers@robinson.cam.ac.uk](mailto:careers@robinson.cam.ac.uk)

|  |  |  |
| --- | --- | --- |
| Application Form The information called for in this form will help us to assess your suitability for a post. If there are questions you prefer not to answer in writing, you are under no obligation to do so; the points will be raised at interview. **Please continue on a separate sheet(s) if necessary.** | | |
|  | | |
| PERSONAL DETAILS | | |
| Date of Application: | Position applied for: | How did you hear of this vacancy? |
| Family/Surname: | | First Name(s): |
| Family/Surname at Birth (if different): | | Title: |
| Present Address (and Permanent Address if different): | | Contact Telephone No: |
| Email: |
| Current Nationality: |
| Nationality at Birth: |
| Place of Birth: |
| Are there any restrictions on you taking up employment in the UK? YES / NO  Do you require a Work Permit/Visa to work in this country? YES / NO  If YES, are you in possession of such a Permit or Visa? YES / NO  *Please note that we can only accept applications from those with the right to work in the UK.* | | |
| **THE EQUALITY ACT 2010** | | |
| Do you have an illness or disability that will require special arrangements for your interview, if short-listed? YES / NO  If YES, please indicate the nature of the arrangements necessary: | | |
| **REFERENCES** | | | | |
| Please give the name of two people who will provide a professional reference. One of these should be your current/most recent employer:  Name:  Position:  Company:  Address:  Telephone:  E-mail:  Do we have permission to contact this referee prior to interview? YES / NO  Name:  Position:  Company:  Address:  Telephone:  E-mail:  Do we have permission to contact this referee prior to interview? YES / NO | | | | |
| **UNSPENT CONVICTIONS** | | | | |
| Do you have any unspent convictions? If so, please specify; The Rehabilitation of Offenders Act 1974 may apply: | | | | |
| **DECLARATION** | | | | |
| **By signing and returning this application form:**  You certify that the information you have given in this Application for Employment and in your CV is correct and complete. You further acknowledge that you understand failure to disclose any relevant information, or the provision of false information, will nullify any subsequent contract of employment.  You consent to Robinson College using and keeping information provided by you, or third parties such as referees, relating to your application or future employment. Such information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether or not you are invited to interview, or six months from the date of any interview. Retained information may include details relating to ethnic monitoring and disability used solely for internal monitoring; this will not be disclosed to any third party.  Signature: Date: | | | | |

**Thank you for completing the form**

**Please submit this form along with a covering letter, and your CV.**