

→ Application for Employment

Please complete this form and return to
recruitment.moller@chu.cam.ac.uk
 or alternatively send to the **HR Department,**
Møller Institute, Storey's Way,
Cambridge, CB3 0DE.



- ♦ This form is used to ensure that information we require is presented in a standard format with the necessary details that will allow us to proceed with the application. This ensures that all applicants are treated the same, throughout the process.
- ♦ Please feel free to attach/enclose a covering letter and/or CV to support your application.
- ♦ Please continue on a separate sheet of paper, should extra space be needed. For each extra sheet, please state your name and job applied for.
- ♦ Please complete all sections. If any sections do not apply to you, please write/type N/A.

Position applied for:

Current notice period:

Where did you hear about this role?

Personal information

Title:

Name(s):

Surname:

Address:

Postcode:

Mobile telephone number:

Evening telephone number:

Email address:

Driving licence:

Yes:

No:

Current employer (or most recent employer if not currently employed)

Company name:

Nature of business:

Address:

Postcode:

Job title:

From (month/year):

To (month/year):

Current salary:

Reason for leaving:



Main duties, responsibilities and achievements:

Previous employment

Please give details of all previous positions held, since completing full-time education, listing most recent first. *Please continue on a separate sheet if necessary.*

Position 1:

Company name:	Nature of business:
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Address:

Postcode:

Job title:

From (month/year):	To (month/year):
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Current salary:	Reason for leaving:
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Main duties, responsibilities and achievements:



Position 2:

Company name:	Nature of business:
Address:	
Postcode:	
Job title:	
From (month/year):	To (month/year):
Current salary:	Reason for leaving:
Main duties, responsibilities and achievements:	

Position 3:

Company name:	Nature of business:
Address:	
Postcode:	
Job title:	
From (month/year):	To (month/year):
Current salary:	Reason for leaving:
Main duties, responsibilities and achievements:	

Education and professional training

Please list all qualifications, including GCSE, O/A Levels, NVQs, Degrees and professional qualifications (most recent first). *Please note: we may ask you to provide evidence of any listed exam/qualification.*

Name of school, college, university or governing body:	Qualifications gained:	Year obtained:



Work related training

Please list details of all relevant training courses

Course:	Qualifications gained:	Year obtained:

Additional information

Please use this space if you wish to provide any other relevant information to support your application, such as interests, hobbies and outside interests.

References

Please give the names and contact details of two referees. One of these must be your current or most recent employer.

Reference 1:

Name:	Organisation:
Position held:	
Relationship:	
Email:	Contact number:
May we contact this referee prior to interview:	Yes: No:

Reference 2:

Name:	Organisation:
Position held:	
Relationship:	
Email:	Contact number:
May we contact this referee prior to interview:	Yes: No:



Disability

Do you regard yourself as having a disability?

Yes:

No:

If yes, please confirm any adjustments which you may require.

Disability definition: Individuals who were registered under the Disabled Persons (Employment) Act 1944 are treated as being disabled under the Disability Discrimination Act (DDA). The DDA states 'a person has a disability if he/she has a PHYSICAL OR MENTAL IMPAIRMENT which has SUBSTANTIAL and LONG-TERM ADVERSE EFFECT on their ability to carry out NORMAL DAY-TO-DAY ACTIVITIES'. The person must satisfy the four criteria in capitals in the above statement to fall under, and therefore be protected by, the DDA.

Legal convictions

Please note any criminal convictions except those "spent" under the Rehabilitation of Offenders Act 1974. If "none" please state. In certain circumstances employment is dependent upon obtaining a standard level certificate from the Disclosure and Barring Service:

Eligibility for employment in the UK

Are you eligible to work in the UK:

Yes:

No:

Please state what ORIGINAL documents you can provide to demonstrate this by ticking the relevant box/boxes below.

Please note you will need to provide these at the first stage of the interview process.

EITHER ONE of the following:

British passport

European Economic Area identity card/passport

Travel document showing an authorisation to reside and work in the UK

OR BOTH of the following:

Birth certificate (with name of holder's parents)

Document showing National Insurance number (not temporary)



Privacy Notice

Under the General Data Protection Regulation (GDPR) we are required to provide you with specific information relating to the personal data that we collect from you and use during the recruitment process.

This Privacy Notice should be read in conjunction with our Privacy Policy which can be located in the recruitment section of our website.

Why we need to collect, process and hold your data?

There are a number of reasons why we need to collect, process and hold your data:

1. As your potential employer, we will have legitimate interests in collecting and using data in order to communicate with you during the recruitment process and to assess your suitability for the role that you applied for.
2. We may need your details in order to establish, exercise or defend a legal claim.

What personal data do we need from you?

During the recruitment process we will collect, store and process the following personal data:

Full Name	Date of Birth	Photograph/Images of you
Address	Passport number	Equal opportunities information
Contact telephone numbers	Qualifications	Medical conditions
Contact email address	Previous Employment	

Who has access to your personal data?

We are committed to restricting access to personal data to just those individuals who may need it to meet their or the company's obligation. For us this means: your potential Line Manager, the Head of HR & Development and members of the Finance department.

Who do we share your personal data with outside of the company?

During the recruitment process, we will not share your data with any third parties outside of the company and Churchill College.

How long do we retain your personal data?

We will retain all your personal data for the duration of the recruitment process and then for a further six months to enable us to establish, exercise or defend a legal claim. After six months, all data will be deleted, unless you tick the box allowing us retain your data for 12 months in order that we can contact you if another suitable role arises.

Please tick this box to confirm that we can keep your data for a period of 12 months as detailed above.

What rights do you have as an employee under the GDPR?

You have 8 rights under GDPR regarding the personal data we hold. These are detailed and explained in our Privacy Policy which is available on our website.

What to do if you believe that the information we have collected and are using is incorrect?

It is important for both you and us that we hold up to date and accurate information and that the accuracy is maintained. If you become aware of any inaccuracies or you change your contact details, it is your responsibility to bring this to our attention as quickly as possible.



What to do if you have a concern or complaint about how we store, use or share your personal data?

Initially, we would encourage you to raise this with the Head of HR & Development who should be able to resolve the matter quickly and informally. If following this you do not believe that your concern has been adequately addressed you should raise your complaint in writing to the General Manager. All complaints will be handled within the statutory guidelines.

In the unlikely event that we have been unable to address your concern internally, you may call the Information Commissioner's Office helpline on 0303 123 1113.

Useful information

Our Data Controller is: Juliet White (Finance Director).

Declaration

- ♦ I declare that the information given in this application, including any supporting documentation is correct and complete. I understand that any false declaration, misleading statement, or failure to disclose any relevant information may result in my dismissal if my application for employment is successful, or cancel any agreement or offer of employment received.
- ♦ I confirm that the above information is complete and correct and that untrue or misleading information will give my employer the right to terminate any employment contract offered.
- ♦ I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain permission prior to contacting your doctor).
- ♦ To comply with the Asylum and Immigration Act 1996, successful candidates will be required to produce documentary evidence of their eligibility for employment before starting work with the Møller Institute. For our records we require sight of an original and current passport or birth certificate and National Insurance Number before commencement of employment. In some cases other information may be required.
- ♦ A P45 form is required from all previously employed candidates as a matter of course, not just for immigration purposes. Please note all applicants must have a UK bank account.
- ♦ I agree that, should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a standard level certificate. I understand that if I fail to do so or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated without recourse to the disciplinary procedure.

The information in this form is, to the best of my knowledge, true and complete.

Signature of applicant:

Date:

Please return your completed application form to recruitment.moller@chu.cam.ac.uk or via post to Mrs Laura Websdale, Head of HR & Development, to the address on the front of the application form.

For office use only:

Interview:	Yes:	No:	Reason:
R/Letter:	Yes:	No:	
Acceptance:	Yes:	No:	Reason:
Offer letter:	Yes:	No:	
Documentation checked:	Yes:	No:	
References:	Yes:	No:	