



# DOWNING COLLEGE CAMBRIDGE

## JOB APPLICATION FORM

Position applied for: .....

Where did you see the advert for this post? .....

### 1. PERSONAL DETAILS

NAME:	
ADDRESS: <i>(including postcode)</i>	Telephone number: Home: Work/Mobile: Email:
DO YOU HAVE THE RIGHT TO WORK IN THE UK? (please delete as appropriate) Yes/No/Unsure	

### 2. PRESENT/LAST EMPLOYER *(including unpaid activities)*

NAME OF EMPLOYER:	
ADDRESS:	
POSITION HELD:	REASON FOR LEAVING:
DATE STARTED:	NOTICE REQUIRED OR DATE FINISHED:
PLEASE SUPPLY A BRIEF OUTLINE OF YOUR DUTIES AND RESPONSIBILITIES AND HOW THEY RELATE TO THE JOB:	

3. PREVIOUS EMPLOYMENT (If preferred, please attach a CV).

EMPLOYER'S NAME AND ADDRESS	POSITION HELD	DATES OF EMPLOYMENT	REASON FOR LEAVING

4. EDUCATION (If preferred, please attach a CV).

SCHOOL/COLLEGE/UNIVERSITY	QUALIFICATIONS AND GRADES

5. RELEVANT TRAINING (If preferred, please attach a CV).

NATURE OF TRAINING	QUALIFICATIONS

6. FURTHER INFORMATION (Please continue on a separate sheet if necessary).

Please refer to the person specification and state how your experience, skills and abilities support your application for this position.

7. DECLARATION

I confirm that the information I have given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made.

I also understand that due to the responsibilities of the College as an educational establishment, a Disclosure and Barring Service (DBS) check will be sought in the event of a successful application, if this is appropriate for the post.

I acknowledge and agree that the College is permitted to process personal data and special category data about me in accordance with the College's registration under the Data Protection Act 2018. This clause applies to information held, used or disclosed in any medium.

SIGNATURE OF APPLICANT ..... DATE: .....