

GUIDELINES FOR THE COMPLETION OF THE APPLICATION FORM

1. As the information contained on the form will be used during the selection process, it is **essential** that you complete all sections as fully as possible (**this applies to internal applicants as well as to those applying externally**). If there is not enough space provided on the form, please continue on a separate sheet of paper, please do not attach a cv (unless the recruitment procedure for a particular appointment states that appointment is by cv). On each additional sheet used, write your name, post reference number (if known) and the section of the form you are answering.
2. **Present Employment:** In addition to any post you are intending to leave, please also provide details of any jobs (paid or unpaid) that you intend to continue. The Working Time Regulations require employers to monitor the hours an employee works each work including hours worked with other organisations.
3. **Previous Employment:** Please provide details of all previous employment, including any which is voluntary (unpaid) or any temporary/seasonal work.
4. **How You Meet the Selection Criteria:** Use this section to provide any other useful information about yourself **and how you meet the essential criteria of the personal specification**. For example:
 - How your abilities and experiences make you suitable for the post?
 - Why you are applying for the post?
 - If a stated requirement of the job, whether you can drive, have a clean driving licence and have the use of a motor vehicle?
5. **Referees:** Please provide the details of TWO people who may be approached for a reference. If:-
 - you are employed, one referee must be connected with your current employment ie your manager or supervisor or Personnel/HR department
 - if you are not currently employed but have previously worked, one referee must be connected with your most recent employment ie your manager or supervisor or Personnel/HR department
 - you are a school or college leaver, please give details of your teacher or tutor.

A suitable second referee would be a previous employer, business associate or leader/organiser of a voluntary organisation. **Family members, friends or people with whom you have any other significant relationships are not acceptable referees.**

Please indicate whether you are happy for the College to contact your referees if you are shortlisted for interview.

6, **Rehabilitation of Offenders Act:** You should complete this section if:

- you have been cautioned, court martialled or have criminal convictions that are not considered 'spent' under the Rehabilitation of Offenders Act 1974: OR
- there is court action pending against you.

If you are applying for a post that is exempt from the provisions of the Act you must disclose ALL convictions found against you and the covering letter with the application form will confirm if this is the case.

7. **Declaration:** Please read, sign and date this. When possible, please submit a signed hard copy of your application rather than relying on email.

8. **Monitoring Form:** Please complete this form, **which will be separated from your application form as soon as it is received and used for monitoring purposes only ie not made available to the appointments committee or interview panel. All sections of the form are optional and you do not need to disclose such information if you prefer not to do so.**

Your co-operation in helping the College to monitor its equal opportunities practices is much appreciated.

Thank you for your interest in employment with Girton College, or its annex at Wolfson Court. If you require an application form or these guidelines in any other format, please contact:-

**The Personnel Officer
Girton College
Huntingdon Road
Cambridge
CB3 0JG
Telephone:- 01223 339244/339891
Email: personnel@girton.cam.ac.uk**

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