



**GIRTON  
COLLEGE**  
CAMBRIDGE

# APPLICATION FORM

Please read the guidance notes before completing this form and please do not attach a cv unless requested to do so.

Application for

Department

Reference No.

## PERSONAL DETAILS

Surname

Initials

Address for  
correspondence

Tel. No. (Home)

Tel. No.(Work)

Tel. No. (Mobile)

Email address

## EDUCATION

School/College/University attended	Certificates/Qualifications obtained	Dates from and to (month/year)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Membership of professional bodies or other relevant qualifications		
<input type="text"/>		

**Details of relevant training courses**

**month/year**

<b>Details of relevant training courses</b>	<b>month/year</b>

**PRESENT OR MOST RECENT EMPLOYMENT (including unpaid, voluntary, work)**

Name of Employer

Address

Post Held

Date started  month/year

Date Left (if applicable)  month/year

Notice require if applicable

Current Salary

Reason for leaving

**Main Duties and Responsibilities**

**PREVIOUS EMPLOYMENT**

Have you previously worked for Girton College? Yes  No

Please include below details of all previous employment (paid or unpaid and including any employment with Girton College) and continue on a separate sheet if necessary:

Employer's name and address	Post held	Dates from and to Month/Year	Reason for Leaving
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*(Please continue on a separate sheet if necessary.)*

Have you ever been dismissed from previous employment? YES  NO

If YES, please give reasons:

**HOW YOU MEET THE SELECTION CRITERIA (please read guidance notes before completing)**

**REFEREES**

Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Tel. No.	<input type="text"/>	Tel. No.	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Occupation or Relationship to you	<input type="text"/>	Occupation or Relationship to you	<input type="text"/>

If necessary, may we contact each referee prior to interview if shortlisted?      Yes  No       Yes  No

**REHABILITATION OF OFFENDERS ACT**

Have you any criminal convictions?      Yes  No

Is there any relevant court action pending against you?      Yes  No

If 'Yes' to either question, please provide further details

*(please continue on a separate sheet if necessary)*

*NB There is no requirement to disclose convictions that are spent under the Rehabilitation of Offenders Act 1974 unless you are advised that the post for which you are applying is exempt and a Disclosure and Barring Service check will be required.*

**DECLARATION**

I declare that the information given in this application is, to the best of my knowledge, complete and correct and that it may be used for purposes registered by Girton College under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate this may lead to disciplinary action or dismissal without notice.

I declare that all the above information is correct.

Signature       Date

Thank you for applying for this post. Please return the completed form to: The Personnel Officer, Girton College, Huntingdon Road, Cambridge, CB3 0JG. In the interests of economy it is not our practice to acknowledge the receipt of application forms but you are welcome to contact the Personnel office on 01223 339891 or [hr@girton.cam.ac.uk](mailto:hr@girton.cam.ac.uk) to gain confirmation of its receipt.

**Confidential**  
**MONITORING FORM**

This form is voluntary and you may leave any, or all, of the sections of the form blank.

Reference no:

Gender: Male  Female

Date of birth Day  Month  Year

Marital status:

**Ethnic Origin:**

- Asian or Asian British – Bangladeshi
- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Any other Asian background
- Black or Black British – African
- Black or Black British – Caribbean
- Any other Black background
- Chinese
- White – British
- White – Irish
- White – Other
- Mixed – White and Asian
- Mixed – White and Black African
- Mixed – White and Black Caribbean
- Any other mixed background
- Any other background
- Not specified

Please indicate your religion or other philosophical belief and, if you wish, any denomination of a religion:

<u>Religion/body/belief</u> <u>Denomination</u>	
<input type="checkbox"/> Christian	.....
<input type="checkbox"/> Buddhist	.....
<input type="checkbox"/> Hindu	.....
<input type="checkbox"/> Jewish	.....
<input type="checkbox"/> Muslim	.....
<input type="checkbox"/> Sikh	.....
<input type="checkbox"/> No religious beliefs	.....
<input type="checkbox"/> Other (please state)	.....
<input type="checkbox"/> Prefer not to say	.....

Please state your sexual orientation (eg homosexual, heterosexual, bisexual)

**Do you regard yourself as having a disability?** (*The Equality Act defines a disability as a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.*)

Yes  No

In order to ensure that disabled people compete fairly for all jobs, if you have answered 'Yes', **are any adjustments required to the recruitment and selection process?** If so, please give details:

**Do you require a work permit ?**

Yes  No

**Where did you see this post advertised?**

Girton College is committed to providing equality of opportunity to all applicants. To ensure our equal opportunities policies are operating effectively we routinely monitor those who apply for employment. The College is grateful to you if you have answered the above questions. **With the exception of information regarding disability, this information will not be passed to those making shortlisting or selection decisions.** It will, however, be held manually and on computer in order to be used for the purpose of equal opportunities monitoring in respect of your current application. If you are successful in your application, the information may be used for equal opportunities monitoring purposes for any future internal application you make and for the purposes of workforce monitoring.

**PLEASE SIGN:**

I consent to this data being used for the purposes stated above.

**Signed:**

**Date:**

**Name:**