**Application Form**

# IMPORTANT INFORMATION FOR APPLICANTS

**Please read through all the information carefully before you start to fill in the application form.**

If you then decide you wish to apply for the post, then please complete the attached application form.

You should fill in the form step by step, noting the points below. Please:

* refer to the job description and person specification. These documents describe what the job involves and the requirements of the job holder;
* ensure your application contains relevant qualifications and experience as they relate to the person specification;
* give examples to support your evidence against the person specification criteria and describe them. For example: rather than simply saying, “I work well in a team” – try to give an example of when and how you contributed to a team;
* make sure the information given is accurate by checking for errors after you have filled in the form;
* use additional sheets if you need to do so clearly stating which part of the application form the sheet relates to;
* help us monitor the effectiveness of our Equalities Policy by completing the Equalities Monitoring section of this form (*completion is entirely voluntary);*
* do not attach a CV as it will not be accepted;
* do not change application form to PDF
* ensure your application reaches us before **12 noon of the closing date**. Late applications will not be considered.

* Following the closing date, sections **A, B, C and D** will be removed from all applications to maintain anonymity and confidentiality during the selection process.
* Short listed applicants will be contacted and notified with the interview time and format.
* Unsuccessful applicants will be notified by letter
* Interviews will be held at Westminster College, Madingley Road, Cambridge, CB3 0AA

Applications sent by email are preferred; however, applications sent by post (marked ‘Confidential’ on the envelope) will also be accepted. Please send your application to [**sh658@westminster.cam.ac.uk**](mailto:sh658@westminster.cam.ac.uk), or to:

**Mrs Syd Harper**

Westminster College

Madingley Road

Cambridge

CB3 0AA

***NB:*** *Please note, should you be short-listed for interview, you will be required to bring your passport or equivalent documentation as outlined by the Home Office and UK Border and Immigration regulations for proof of eligibility to work in the UK. Detailed information on the UK’s immigration categories can be obtained from the UK Border Agency website:* <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

**We gather your information only for the purpose of recruitment. Information on unsuccessful candidates will be deleted once an appointment has been made. The successful candidate will have access to the College’s Data Collection Policy for Staff.**

**Section A. Personal Details**

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| --- | --- | --- |
| Please make sure that all parts of the application form are completed. | | |
| **Post applied for** |  | |
| **How did you hear about the post?** |  | |
| **Are you available for the interview on the advertised date?** |  | |
| **Please give the date from which you are available for employment** |  | |
| **Please specify if you need any special arrangements for the interview** |  | |
| **Title** |  | |
| **First name** (Block letters) |  | |
| **Surname** (Block letters) |  | |
| **Address** (Block letters) |  | |
|  | |
|  | |
| **Post Code** |  | |
| **Telephone number** | Home |  |
| Daytime |  |
| Mobile |  |
| **E-mail address** |  | |
| **Immigration Status**  Do you have the legal right to work and live in the UK? Yes  No  If yes, please write in any conditions (e.g. end date, Visa type etc.) | | |
| Do you have any Criminal Convictions not “spent” under the Rehabilitation of Offenders Act 1974?  Yes  No If yes, please supply further details | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **For office use only** | | | |
| Date received |  | | |
| Application reference |  | | |
| Application withdrawn |  | Post Withdrawn |  |
| Shortlisted | Yes  No | Appointed | Yes  No |
| Special requirements at the interview |  | | |
| DBS check required | Yes  No | | |

**Section B. Equalities Monitoring**

Westminster College is committed to promoting fairness and eliminating discrimination from recruitment and selection practices. We strive to ensure that no job applicant receives less favorable treatment either directly or indirectly, on the grounds of age, race, disability, gender, gender reassignment, marital status, religion (except as is legally permissible where it is determined that there is an occupational requirement that the post be filled by a Christian) or belief, sexual orientation, pregnancy and maternity in accordance with the Equality Act 2010. To monitor the success of this, the College asks applicants to complete the form below. **All information supplied will be treated in confidence and will not be used as part of the selection process.** The monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

|  |  |  |  |
| --- | --- | --- | --- |
| **Post applied for** |  | **Date** |  |

|  |  |
| --- | --- |
| **Gender** |  |
| Prefer not to say |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Age** | 16 - 17 | 18 - 21 | 22 - 30 | 31 - 40 | 41 - 50 |
| 51 - 60 | 61 - 67 | 68+ | Prefer not to say | |

|  |  |
| --- | --- |
| **Marital status** | Married Civil partnershipSingle  Divorced  Other  (Please specify) Prefer not to say |

|  |  |
| --- | --- |
| **Nationality** |  |

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| **Sexual Orientation** |
| Bisexual  Gay / Lesbian  Heterosexual  Other  (Please specify)  Prefer not to say |

**How would you describe your ethnic origin? Please choose the option that best describes your ethnic group or background:[[1]](#footnote-1)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **White** | | | **Mixed** | | |
| 1. | Scottish/English/Welsh/  Northern Irish/British |  | 10. | White and black Caribbean |  |
| 2. | Irish |  | 11. | White and black African |  |
| 3. | Gypsy or Irish Traveller |  | 12. | White and Asian |  |
| 4. | Other white background  Please specify |  | 13. | Other mixed background  Please specify |  |
| **Asian or Asian British** | |  | **Black or black British** | | |
| 5. | Indian |  | 14. | African |  |
| 6. | Pakistani |  | 15. | Caribbean |  |
| 7. | Bangladeshi |  | 16. | Other black background  Please specify |  |
| 8. | Chinese |  | **Other ethnic groups** | | |
| 9. | Other Asian ethnic groups  Please specify |  | 17. | Other ethnic groups  Please specify |  |

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| --- | --- | --- | --- |
| **Disability** | | | |
| *The Equality Act 2010 defines disability as "a physical or mental impairment which has a substantial & long term effect on a person’s ability to carry out normal day to day activities".* | | | |
| Do you consider yourself to have a disability? | Yes | No |  |

The information you have provided will be stored either on paper records or electronically in accordance with the Data Protection Act 2018 and will be used solely to monitor Westminster College’s effectiveness in eliminating discrimination from its recruitment and employment practices.

By completing this form you give your consent to Westminster College processing the data supplied in this form for the purposes described above.

**Section C. References**

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| Please give details of two individuals, not related to you, who will provide references. If in employment, **one of these must be your present or most recent employer or client if you are undertaking consultancy work.** Other referees should be people who are able to comment on your ability to perform the role for which you are applying. | |
| Name | Name |
| Position | Position |
| Address | Address |
| Telephone | Telephone |
| Email | Email |
| How is the referee known to you? | How is the referee known to you? |

|  |  |
| --- | --- |
| Please indicate here if you wish to be contacted prior to us approaching your referees. | **Yes**  **No** |

**Section D. Declaration**

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| **Declaration** |
| 1. I acknowledge that an appointment, if offered will be subject to satisfactory references and a satisfactory enhanced DBS check. 2. I confirm that the information given on this form is correct to the best of my knowledge and belief. I understand that any false information given may disqualify me from taking up employment or result in the termination of my employment. |
| Signed: Date:  Name (please print): |

**Section E. Application**

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| **Post Applied For:**  Please check one of the boxes below |
| **You should clearly demonstrate how your experience, knowledge, skills and abilities relate to the person specification for the post.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Education**  List all qualifications achieved e.g, GCSEs, A-Level, Degrees/Diplomas/Professional qualifications etc. **starting with your present or most recent first.** | | | | |
| **From - To**  **Month/year** | | **School/College** | **Examinations**  **Taken** | **Results**  **(expected/awarded)** |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. EMPLOYMENT/ APPOINTMENT HISTORY**  List all employers starting with your present or most recent first. Please account for any gaps in employment. | | | |
| **Name and Address of Employer** | **Position Held** | **From To**  **Month/Year** | **Reason for Leaving** |
|  |  |  |  |

|  |  |
| --- | --- |
| Identify and summarise your achievements in any role that relates to the position you are applying for. |  |

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| **3. OTHER TRAINING/PROFESSIONAL MEMBERSHIP**  List any courses/professional membership you have undertaken, including dates and duration, which did not lead to a qualification and which you feel are relevant to the advertised role. |
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| **Sections 4 to 7** require you to link your answers to the Job Description and specifically to the Person Specification. **It is important that you explain clearly and give examples of how you meet the numbered Essential bullet points.** It is helpful to those assessing your application if you **refer to the bullet point number** in your responses. Indicate where you also meet some of the Desirable criteria. |

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| **4. EXPERIENCE**  Please look at the main tasks of the Job Description and the **Essential and Desirable** requirements in the Person Specification; give examples that demonstrate you have the experience to undertake this role. |
|  |
| **5. KNOWLEDGE**  Please look at the main tasks of the Job Descriptionand the **Essential and Desirable** requirements in the Person Specification; give examples of how your knowledge is relevant to this role. |
|  |

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| **6. SKILLS & ABILITIES**  Please look at the main tasks of the Job Descriptionand the **Essential and Desirable** requirements in the Person Specification; give examples of how you demonstrate you have the skills and abilities to perform this role. |
|  |
| **7. OTHER REQUIREMENTS**  Please look at the **Essential and Desirable** requirements in the Person Specification, and comment on your ability and willingness to meet these requirements. |
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| **8. Please add anything you consider to be relevant to support your application for this role.** |
|  |

1. *Categories are those recommended by the Office for National Statistics (ONS)* [↑](#footnote-ref-1)