

This form has **three parts**:

- You must fill out **Part 1** to provide the information we need to consider your application.
- We only need you to fill out **Part 2** for posts where we have to carry out additional screening procedures. You should only fill it in if we have told you that it needs to be completed.
- **Part 3** is optional but if you fill it out it will help us to make sure that our equal opportunities policy works and that we are advertising in the right places. It will also give us some information that we will need if we employ you. We will separate this part from the rest of the form when we get it. We will not use it as part of the selection process.

Position applied for																					
Department																					
Vacancy reference																					
Applicant reference (office use only)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				

PART 1

PERSONAL DETAILS

Title	Mr / Mrs / Ms / Miss / Dr / Other:																				
Given name(s)																					
Family name																					
Current address																					
Post code																					
Primary telephone																					
Secondary telephone																					
E-mail address																					
Immigration status	<p>Are you a settled worker (i.e. do you have the permanent right to work in the UK – for example as a British or EEA citizen)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, do you already have temporary permission to work in the UK?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please specify your visa type and visa end date:</p>																				
UK National Insurance number (where held).	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				

We offer this form in alternative formats which can be provided by the department to which you are applying.

REFERENCES

Please provide details of two/three people (not relatives or friends) who will each provide a work-related reference (the job advertisement or Further Information document should indicate whether you are required to submit two or three references). One of these referees must be your current or most recent employer. If you do not have a current or recent employer, please provide details of your lecturer/course tutor/unpaid work employer etc. For academic appointments, at least one of your referees should be external to the University of Cambridge.

First reference

Name	
Position	
Address	
Telephone number	
E-mail address	
May we contact this referee during the recruitment process and before any offer of employment has been made to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Second reference

Name	
Position	
Address	
Telephone number	
E-mail address	
May we contact this referee during the recruitment process and before any offer of employment has been made to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Third reference

Name	
Position	
Address	
Telephone number	
E-mail address	
May we contact this referee during the recruitment process and before any offer of employment has been made to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>

NOTICE PERIOD

If you are currently employed, how long is your notice period?	
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REQUEST FOR REASONABLE ADJUSTMENTS TO THE SELECTION PROCESS

We welcome applications from individuals with disabilities and are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

If you wish to do so, please enter any reasonable adjustments connected with a disability which you require to be made to the selection process in the box below. If, however, you would prefer to discuss any special arrangements with us, please contact the person specified in the job advert or Further Information document as the point of contact for this vacancy. Alternatively, you may contact the HR Business Manager for the department which you are applying to via hrenquiries@admin.cam.ac.uk

APPLICANT DECLARATION

Please read the statements below and then sign and date to confirm your acceptance of them.

- I understand how the University will use and store my personal data, having read the section on [Applicant Data](#) on the University's HR web pages.
- I confirm that the information I have given in this application for employment form and any supporting documents is correct and complete.
- I understand that failure to disclose any relevant information or the provision of false information may lead to dismissal / withdrawal of any offer of employment made to me.
- I understand that the University may check all or any of the information provided as part of my application or given in references.
- I understand that an appointment, if offered, will be subject to the receipt of references, and the outcome of any relevant pre-employment checks, which the University regards as satisfactory.

Signature _____ Date _____

PART 2

INFORMATION FOR ADDITIONAL SCREENING PURPOSES (SELECTED APPLICATIONS ONLY)

For some jobs, we have to make extra checks to ensure that applicants are suitable and/or that it is legal for us to employ them. If such checks apply to this job then we will have asked you to complete one or more sections of Part 2 in the advert or Further Information document for the vacancy. Do not complete any section of Part 2 unless we tell you that you must. If you are not clear about what you have to do, please ask the department to which you are applying.

Section A: for applications to security-sensitive positions

By making this application, I confirm that:

- I understand that any offer of employment from the University of Cambridge for this security-sensitive position will be conditional upon the satisfactory outcome of security screening checks that are required for, and relevant to, the appointment.
- If I receive a conditional offer of employment for this position, I will consent to undergoing required security screening checks, conducted by the University and/or a third party external security screening service acting on behalf of the University.
- I agree that my name, telephone number and email address may be provided to a third party external security screening service acting on behalf of the University once I have accepted any conditional offer of employment for this position so that they may contact me to initiate the screening process.
- If applicable, I have provided any details regarding my background and security matters that I believe the University should be aware of in the box below.

Section B: for applications to positions which are eligible for a Disclosure and Barring Service check

You are applying for a job which is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that we will conduct a criminal records check on the successful applicant through the Disclosure and Barring Service (DBS – <https://www.gov.uk/government/organisations/disclosure-and-barring-service>).

You must now disclose any pending criminal proceedings, cautions or convictions against you (spent and unspent) which are not “protected”. Protected matters – usually old, minor cautions and convictions – will be filtered out when the DBS responds to our request for a check and you need not disclose them. The DBS has guidance on which cautions/convictions are subject to filtering: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240164/Filtering_guidance_v1_5.pdf.

If the role you are applying for involves working with children or adults in regulated activity, the law requires that you must also inform us if you have been barred from such employment. If you do not disclose now something that is revealed by the DBS check then we may withdraw any conditional offer we have made (or dismiss you if you have begun employment), and we may report you to the DBS.

We will treat the information you provide to us here confidentially and it will not be used unfairly against you. Nothing you declare here will automatically prevent you from being appointed (unless required by law). We may wish to discuss it with you if you are invited to interview. Any information revealed through the DBS check will also be discussed with you. The University has a full statement on the handling and storage of DBS information: <http://www.hr.admin.cam.ac.uk/policies-procedures/data-protection-hr-division/criminal-records-data>

<p>Do you have any spent or unspent cautions or criminal convictions that are not protected in law?</p> <p>Please note: the filtering rules available at https://www.gov.uk/dbs define which convictions/cautions are protected.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'YES' please provide further information:</p>
<p>Do you have any criminal proceedings pending against you?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'YES' please provide further information:</p>
<p>Have you been barred from working with children in regulated activity?</p> <p>Please note: you must only answer this question if you are applying for a position that involves regulated activity with children.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'YES' please provide further information:</p>
<p>Have you been barred from working with adults in regulated activity?</p> <p>Please note: you must only answer this question if you are applying for a position that involves regulated activity with adults.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'YES' please provide further information:</p>

Section C: for applications to positions which are eligible for a basic disclosure

You are applying for a security-sensitive role. We will conduct a basic disclosure on the successful applicant through the [Disclosure Scotland](#). You must now disclose any convictions you have that are unspent under the Rehabilitation of Offenders Act 1974 (as amended on 10 March 2014). Please see the [Ministry of Justice's web pages](#) for further information about when convictions are considered unspent.

If you do not disclose now something that is revealed by the basic disclosure then we may withdraw any conditional offer we have made (or dismiss you, if you have begun employment).

We will treat the information you provide to us here confidentially and it will not be used unfairly against you. Nothing you declare here will automatically prevent you from being appointed (unless required by law). We may wish to discuss it with you if you are invited to interview. Any information revealed through the check will also be discussed with you. The University has a full [statement on the handling and storage of criminal records information](#).

<p>Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974 (as amended on 10 March 2014)?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'YES' please provide further information:</p>
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PART 3

MEDIA AND EQUAL OPPORTUNITIES MONITORING (OPTIONAL)

The University is an equal opportunities employer and is committed to treating all job applications on their merits. We will use the information collected from this optional part of the application for statistical and monitoring purposes so that we can make sure that our equal opportunities policy is working. We will separate this part from the rest of the form when we get it. We will not use it as part of the selection process. Sensitive information will be used by the University to generate anonymised statistics that will never be presented in a form that allows individuals to be identified.

We will record your sensitive personal information on our HR computer system. This system is password protected and only trained individuals have access to it. Only a limited number of key individuals in Human Resources, Payroll and Management Information Services can view information on disability, ethnic origin, nationality, religious belief, sexual orientation and whether your gender identity is the same as the gender originally assigned at birth, and they will treat it with the strictest confidence. There is an option to tick "prefer not to say" for sensitive questions. If you do not provide any answer for a question, then we treat you as having ticked "prefer not to say".

If we employ you, we will have to know your gender and date of birth in order to make sure you pay the right amount of tax and National Insurance contributions. Where the post you have applied for has a retirement age, we will also use your date of birth to work out your expected date of retirement. If you choose not to provide information on your gender and date of birth now, we will ask you for it again upon appointment. We will record this information on our HR computer system and only a limited number of trained staff in your prospective department will be able to access it, in addition to the staff described in the paragraph above.

If you are appointed, we have to provide some of this information to the Higher Education Statistics Agency (HESA – <http://www.hesa.ac.uk/>) without your name being associated with it.

Vacancy reference																					
Post title																					
Applicant reference (office use only)	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				

Advertising Source

Where did you first learn about this vacancy?	
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Gender

What is your gender?	<input type="checkbox"/> Female
	<input type="checkbox"/> Male
	<input type="checkbox"/> Prefer not to say

Date of Birth

What is your date of birth?	<input type="text" value="__/__/____"/>
	<input type="checkbox"/> Prefer not to say

Nationality

Which country defines your national identity?	Country: _____ <input type="checkbox"/> Prefer not to say
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Ethnic Origin

HESA tells us what categories we have to use when we collect ethnicity data. In addition, the Equality and Human Rights Commission recommends these categories. Our use of these categories does not mean that the University thinks that they are the most appropriate.

What is your background?	<p>White:</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> White background – other</p> <p>Mixed:</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Mixed background – other</p> <p>Asian or Asian British:</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Asian background – other</p> <p>Black or Black British:</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Black background – other</p> <p>Chinese:</p> <p><input type="checkbox"/> Chinese</p> <p>Arab</p> <p><input type="checkbox"/> Arab</p> <p>Gypsy or Traveller</p> <p><input type="checkbox"/> Gypsy or Traveller</p> <p>Other ethnic group:</p> <p><input type="checkbox"/> Other ethnic group</p> <p>Prefer not to say:</p> <p><input type="checkbox"/> Prefer not to say</p>
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Disability

HESA tells us what categories we have to use when we collect disability data. Our use of these categories does not mean that the University thinks that they are the most appropriate.

Do you regard yourself as in any way disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
If yes, what is the nature of your disability?	<p>Please tick the appropriate box. If you experience more than one type of impairment, please tick the box next to all of the types that apply. If your disability does not fit any of these types, please tick other.</p> <input type="checkbox"/> Specific learning disability (such as dyslexia or dyspraxia) <input type="checkbox"/> General learning disability (such as Down's Syndrome) <input type="checkbox"/> Cognitive impairment (such as autistic spectrum disorder or resulting from head injury) <input type="checkbox"/> Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy) <input type="checkbox"/> Mental health condition (such as depression or schizophrenia) <input type="checkbox"/> Physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches) <input type="checkbox"/> Deaf or serious hearing impairment <input type="checkbox"/> Blind or serious visual impairment <input type="checkbox"/> Two or more impairments and/or disabling medical conditions <input type="checkbox"/> A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder. <input type="checkbox"/> Other type of disability not listed above

Religious beliefs

What are your religious beliefs?	<input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> No religion <input type="checkbox"/> Sikh <input type="checkbox"/> Spiritual <input type="checkbox"/> Any other religion or belief <input type="checkbox"/> Prefer not to say
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Sexual orientation

What is your sexual orientation?	<input type="checkbox"/> Bisexual <input type="checkbox"/> Gay man <input type="checkbox"/> Gay woman / lesbian <input type="checkbox"/> Heterosexual <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
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Gender identity

What is your gender identity?	<input type="checkbox"/> Gender identity is the same as the gender originally assigned at birth <input type="checkbox"/> Gender identity is different to the gender originally assigned at birth <input type="checkbox"/> Prefer not to say
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Online applications

The University has a system which allows some jobs to be applied for online. The system isn't yet in use for every job, so please answer this question **only** if you have specifically asked for a paper application form because you cannot use our online system. Doing this will help us to improve the system so that more people can use it in future.

Why do you need a paper application form?	<input type="checkbox"/> I have a disability and I cannot complete any online form <input type="checkbox"/> I have a disability and I can complete some online forms but I had specific difficulties with this one (please explain what difficulties you had below) <input type="checkbox"/> I have no access to the internet <input type="checkbox"/> I tried using the online system but had technical difficulties (please give details below) <input type="checkbox"/> Other (specify below) Please give any more details here:
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