



**EMPLOYMENT HISTORY**

Please give details of all positions held since completing your full time education, starting with your present or most recent position (include any service with the Armed Forces) and continue on a separate sheet if necessary.

Dates From To	Name of Employer, address & nature of business	Position and duties	Starting and leaving salary	Reason for leaving

Territorial or Reserve Armed Forces Commitments - give details:

## **ADDITIONAL INFORMATION**

Is there any further information you would like to give in support of your application?

**Please include with your application a copy of your full CV and covering letter.**

Please set out any adjustments or special requirements that are necessary to assist you in the event that you are invited for interview.

## REFERENCES

Please arrange for three confidential references to be sent to The Bursar, Emmanuel College, by 5 pm on 13 June 2014. It is the applicant's responsibility to ensure that these references are provided.

Have you any unspent convictions? If so, please specify. (Declaration subject to the Rehabilitation of Offenders Act 1974)

If successful when could you take up a new appointment?

**I confirm that the information I have given in this Application for Employment is correct and complete. I understand that failure to disclose any relevant information or the provision of false information will nullify any subsequent contract of employment. I understand that information included on this application form will be processed in accordance with the Data Protection Act by Emmanuel College for human resource management purposes.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

*When completed this form should be returned marked "Strictly Private & Confidential" to, The Bursar, Emmanuel College, St Andrew's Street, Cambridge CB2 3AP.*

FOR OFFICE USE ONLY

<u>Dates</u> Form Received	Acknowledged	Interview/Regret	Interview Date	References Checked 1            2	Offer/Regret