**CASUAL WORK**

**APPLICATION FOR EMPLOYMENT**

|  |  |
| --- | --- |
| Position applied for |  |

**PERSONAL DETAILS**

**(please complete in capital/block letters)**

|  |  |
| --- | --- |
| Title | Mr / Mrs / Ms / Miss / Other: |
| First name(s) |  |
| Surname |  |
| Current address  Post code |  |
| Contact telephone number |  |
| E-mail address |  |
| Immigration status | Are you a settled worker (i.e. do you have the permanent right to work in the UK – e.g. as a British or EEA citizen?)  Yes  No  If no, do you already have temporary permission to work in the UK?  Yes  No  If yes, please specify your visa type and visa end date: |
| UK National Insurance number | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | |

|  |  |
| --- | --- |
| Are there any dates you are not available for interview? If so please specify |  |

|  |  |
| --- | --- |
| When could you take up a new appointment if successful? |  |

**SUPPORTING STATEMENT**

Please review the requirements of the role and provide evidence of how you meet these using specific examples. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

|  |
| --- |
|  |

**EDUCATION, QUALIFICATIONS AND TRAINING**

**Education**

|  |  |
| --- | --- |
| Name of School/College/University attended: | Qualification gained and dates |
|  |  |

**Professional training/qualifications and any other training relevant to this application**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Type of training | College/Institution | Qualification obtained |
|  |  |  |  |

**APPLICATION DECLARATION AND DATA CONSENT**

The information you have provided in this application form will be used solely in the recruitment process and will be retained if you are successful. If you are unsuccessful we will destroy it twelve months after this vacancy closes[[1]](#footnote-1). Security procedures are in place for protecting your data in accordance with the principles of the General Data protection Regulation (GDPR). Your details may be stored electronically in a password protected system and/ or as paper copies in secure storage. Such information may include anonymised details relating to ethnicity and disability; this data will be used solely for internal monitoring and will not be disclosed to a third party. Further details of your rights can be found in the Privacy Statement for Applicants on our recruitment page of our website: www.Homerton.cam.ac.uk

By signing and returning this application form:

* I confirm that the information I have given in this Application form is correct and complete.
* I understand that failure to disclose any relevant information or providing false information will nullify any subsequent contract of employment with Homerton College.
* I consent to the Homerton College using and keeping information about me, provided by me or third parties, such as referees, relating to my application or future employment.
* 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 College regards as satisfactory.

**Signature: Date:**

**Please return to the HR Dept at** [**recruitment@homerton.cam.ac.uk**](mailto:recruitment@homerton.cam.ac.uk)

**or by post to: Homerton College, Hills Road, Cambridge CB2 8PH**

Except if the person appointed to the post is a migrant sponsored under the points based immigration system, when we are required to retain the applications of all candidates shortlisted for final interview for one year or until a UK VISAs & Immigration compliance officer has examined and approved them, whichever is the sooner.

1. [↑](#footnote-ref-1)