# http://www.admin.cam.ac.uk/cam-only/offices/communications/services/logos/uc/jpg/uc-rgb.jpgCover Sheet for CV Applications

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| Position applied for | Director (80% secondment from University of Cambridge post) |
| Department | CRASSH |
| Vacancy reference | VMDIR2018 |
| Applicant reference (office use only) |

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### PART 1

### PERSONAL DETAILS

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| --- | --- |
| Title | Mr / Mrs / Ms / Miss / Dr / Other: |
| Given name(s) |  |
| Family name |  |
| Current addressPost code |  |
| Primary telephone |  |
| Secondary telephone |  |
| E-mail address |  |
| Immigration status | 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)?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 (where held). |

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

### REFERENCES

**REFERENCES**

Candidates are requested to nominate two referees, one of whom should be external to the University of Cambridge and ask them to write to the Committee by the closing date **19 April 2017**. In addition, a letter of support from the candidate’s Faculty should accompany applications.

### 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

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### APPLICANT DECLARATION & DATA CONSENT

The information you have provided in Part 1, along with requested attachments such as a CV and covering letter, will be used to process your application. It will not be passed to third parties or used for other purposes. If you are successful, we will keep your application form. If you are unsuccessful, we will destroy it twelve months after this vacancy closes[[1]](#footnote-2). Security procedures are in place for protecting your data in accordance with the principles of the Data Protection Act 1998. Your details may be stored electronically in a password-protected system and/or as paper copies in secure storage. Please read the statements below and then sign and date to confirm your acceptance of them.

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| * I have read the above, and I understand and accept how the University will use and store my personal data.
* 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 ­­ ­­­  |

1. Except if the person appointed to the post is a migrant sponsored under the UK’s points-based immigration system, when we would be required to retain the applications of all candidates shortlisted for final interview for one year or until a UK Visas and Immigration compliance officer has examined and approved them, whichever is the longer period. [↑](#footnote-ref-2)