

Applicant Guidance – Completing the CHRIS/5 Application for Employment Form

Before completing the form

Please read all of the information available to you about the job you are interested in before you complete the CHRIS/5 form. This includes the job advert and any information in the application pack that the recruiting department has given to you. Most recruiters will provide a supporting Further Information document for their vacancy. This will tell you about the terms and conditions of the job and the skills and experience we expect applicants to have. It is important that you consider how your application will show that you meet these requirements.

Completing the form

Information about the vacancy

Please state the title of the job, the name of the recruiting department and the vacancy reference number. You can find all of this information within the advert and/or the Further Information document.

PART 1

PERSONAL DETAILS

- Please provide your forename(s) in full rather than a preferred or abbreviated name. For example, use Christopher rather than Chris.
- Please provide your address and other contact details in full. If these change, please provide updated details to the recruiting department as soon as possible.
- If you are unsure whether or not you have the legal right to work in the UK, please review the 'Applying for a job' section of the University's Job Opportunities pages. Here you will find full details of who has the right to work in the UK.
- If you don't already have the right to work in the UK, you will be subject to immigration control. There are different immigration categories available to foreign nationals who want to work in the UK, most of which are part of the UK's Points Based System (PBS). Under the PBS, migrant workers have to accumulate points for factors such as qualifications, prospective earnings and English language competence in order to obtain entry clearance and leave to remain in the UK. Links to detailed information on the UK's immigration categories can be found in the 'Applying for a job' section of the University's Job Opportunities pages.

Any offer of employment we make to you will be conditional upon you gaining legal permission to work in the UK. Therefore, we strongly recommend that you use the UK Border Agency's points-based calculator (found at <http://www.ukba.homeoffice.gov.uk/pointscalculator>) before applying for a post with us. This tool allows you to calculate how many points you may get and indicates whether you may be eligible to work in the UK under the PBS.

- Please provide a UK National Insurance Number if you have one. This should be 9 characters long and be made up of 2 letters, 6 numbers and another letter (e.g. JJ336699A). If you do not have a UK National Insurance Number, please leave this section blank; do not provide national insurance numbers from any other countries.

EDUCATION, QUALIFICATIONS AND TRAINING

GCSE and Equivalent Education

- The General Certificate of Secondary Education, or GCSE, is an academic qualification in England, Wales and Northern Ireland. It is normally undertaken by students in their last compulsory year of secondary education. A GCSE is awarded in a particular subject, although students generally undertake a number of GCSEs in different subjects at the same time.

Academic qualifications which are equivalent to the GCSE include:

- The Certificate of Secondary Education (CSE) at Grade 1 and GCE Ordinary Level (O-Level) – compulsory school leavers' examinations before GCSEs were introduced in the late 1980s.
- BTEC Firsts – work-related qualifications which are the equivalent of traditional GCSEs.
- The Standard Grade – Scottish equivalent of the GCSE.
- IGCSE – international version of the GCSE.

If you have an overseas qualification and you are unsure whether it is equivalent to a GCSE or another UK qualification, you may wish to contact UK NARIC for advice. UK NARIC is the National Agency responsible for providing information, advice and expert opinion on vocational, academic and professional skills and qualifications from over 180 countries worldwide. Please see <http://www.naric.org.uk/> for further information.

- As we do not ask for full details of your GCSEs (or equivalent), remember to use the 'Other details of GCSE and equivalent education' box to tell us anything which you think is important about your qualifications. This might include telling us that you studied a subject which is relevant to/required for the vacancy or that your qualifications are overseas equivalents of GCSEs.

Education Above GCSE Level and Training

- In this section you should include details of any education above GCSE level. This includes A Levels, degrees and post-graduate qualifications. You should also provide information about any training which helps to demonstrate that you have the skills and experience needed for the post. We do not need information about any training you have completed which is not relevant to your application.

Professional Body Membership

- A professional body is an organisation which oversees proper practice of a particular occupation and represents its interests. This section gives you an opportunity to tell us if you are a member of a professional body which is relevant to your application. It is particularly important that you complete this section if membership of a particular professional body is a requirement for the vacancy. If you are not a member of any professional body, please leave this section blank.

CAREER HISTORY

- We are interested in the full range of experience that you have had so please provide your full career history in this section. Please include any breaks in employment, for example, such as travelling, periods of unemployment or voluntary work.
- Remember to detail your current or most recent employment/experience at the top of the Career History section and work backwards in time.
- If you previously worked for the University of Cambridge and you left under the Voluntary Severance Scheme 2011, this must be clearly stated in this section. You are reminded to review the terms of your compromise agreement before applying for another position with the University.

SUITABILITY FOR THE ROLE

- This is a particularly important section. It is vital that you use it to provide specific examples from your work, education or other experience which show clearly that you have the knowledge and skills required for the vacancy.

REFERENCES

- One of the two people you list as a referee should be your current or most recent employer and, ideally, the other should be a previous employer. However, if this is not possible (e.g. because you have not been employed before), remember that you can provide the details of other people who can confirm that you are suitable for the post. This might be your tutor from full-time education or someone who supervised you when you undertook voluntary work.
- You should not list relatives or friends as referees unless they have employed you and you do not have any other previous employers.
- It is essential that you indicate on the form whether or not you would be happy for us to contact each referee before any interview which you might have.
- Any offer of employment which we make to you will be conditional upon the University receiving references which it regards as satisfactory. Therefore, we recommend that you inform your referees at some point that we may be approaching them for a reference.

APPLICANT DECLARATION AND DATA CONSENT

- It is important that you read and understand this section before you sign, date and submit your application form. Your signature confirms the accuracy of the information provided and that you understand how this will be used and stored.
- If you are submitting your application form electronically, please type your name and the date into the spaces provided at the bottom of the section.

PART 2

INFORMATION FOR ADDITIONAL SCREENING PURPOSES

The nature of some of our jobs means that we have to complete additional pre-employment checks to ensure that an applicant is suitable for employment and/or that we are allowed by law to employ them. Part Two relates only to jobs requiring some or all of these additional checks. The majority of applicants are not required to complete any of Part Two of the application form. If you do need to complete any section of Part Two, you will be instructed to do so in the advert and/or Further Information document for the vacancy. If you are unsure what you need to do, please ask the recruiting department.

PART 3

MEDIA AND EQUAL OPPORTUNITIES MONITORING

Part Three of the application form is optional and will not be used as part of the selection process. There are notes at the beginning of Part three which explain why we would like you to fill it in and how the information will be used.