

Applicant Guidance – Completing the CHRIS/6 Cover Sheet for CVs Form

Before completing and submitting the form with your CV

Before you complete the CHRIS/6 form and submit it with your curriculum vitae (CV), please read all of the information available to you about the vacancy you are interested in. 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 you are applying for, 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.

REFERENCES

- You will be instructed in the advert and/or Further Information document for the vacancy whether or not you are required to provide the details of two or three referees.
- One of the two/three people you list as a referee should be your current or most recent employer and, ideally, the other(s) should be people who can provide work-related references. 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 will not be 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 whether you need to complete Part Two, 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.

Details to include in your CV

If you previously worked for the University of Cambridge and you left under the Voluntary Severance Scheme 2011, this must be clearly stated in your CV. You are reminded to review the terms of your compromise agreement before applying for another position with the University.