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**PETERHOUSE**

Trumpington Street, Cambridge, CB2 1RD.

**Executive Assistant to the Master**

**How to apply**

Candidates are kindly asked to complete and sign the **Application Form** (see the pages below).

We have also enclosed an **Equal Opportunities Monitoring** form, which enables the College to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. All questions are optional. You are not obliged to answer any of these questions but the more information you supply in the Equal Opportunities Monitoring form, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.

Candidates will be advised if they have been shortlisted.

Applications should be sent to:

HR@ pet.cam.ac.uk

**Closing date for completed applications: 8.00am 30th April 2024**

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| [Click here to jump to the site index.](http://www.pet.cam.ac.uk/help/site-index.html)**APPLICATION FOR EMPLOYMENT** |   |
|  |  |
| **PRIVATE AND CONFIDENTIAL** **POSITION APPLIED FOR:**  |
|  **Title** | **Forename(s)** | **Surname** |
| **Address** **Postcode** |
| **Telephone number:** |  **Mobile number:** |
|  | **E-mail address:** |
|  |  |
|  **Are there any restrictions on you taking up employment in the UK? Yes 🞎 No 🞎 (If yes, please provide details)** |

**EDUCATION/TRAINING HISTORY**

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| --- |
| **Schools Qualifications gained** |
| **Colleges/Universities Qualifications gained** |
| **Other training** |

**EMPLOYMENT HISTORY - MOST RECENT ROLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FROM - TO** | **NAME AND ADDRESS****OF EMPLOYER** | **JOB TITLE AND DUTIES** | **FINISHING SALARY** | **REASON FOR LEAVING** |
|  |  |  |  |  |
| **Notice required in current post:****Holiday commitments:** |

**EMPLOYMENT HISTORY - PREVIOUS EMPLOYERS (Please complete in full and use a separate sheet if necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM - TO** | **NAME AND ADDRESS****OF EMPLOYER** | **JOB TITLE AND DUTIES** | **REASON FOR LEAVING** |
|  |  |  |  |
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|  |  |  |  |

**REFERENCES**

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| --- |
| Please note here the names and addresses of two persons from whom we may obtain both character and work experience references (one of these references must be your most recent employer). |
| **1.****Name:****Position:****Address:****Telephone:****E-mail:****Do we have permission to contact this person? Yes**  No **We may contact them after an interview but before an employment offer is made. However, we will notify you before contacting your current employer**  | **2.****Name:****Position:****Address:****Telephone:****E-mail:****Do we have permission to contact this person? Yes**  No **We may contact them after an interview but before an employment offer is made. However, we will notify you before contacting your current employer** |

OTHER EMPLOYMENT

|  |
| --- |
| Please note any other employment/commitments you would continue with if you were to be successful in obtaining this position. |

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| **SUPPORTING STATEMENT**Please detail here:* your specific reasons for this application;
* how you meet the job specification;
* why you think you are the best person for the job;
* your main achievements to date; and
* the strengths you would bring to this post

(please continue on a separate sheet if necessary). |

ANY OTHER RELEVANT INFORMATION

|  |
| --- |
| Please note any other information that may be relevant to your application for this position, such as any relevant outside interests. |

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| **Do you have any relatives working at Peterhouse at present or any other personal connection with the College?** |

## **INTERVIEW ARRANGEMENTS AND AVAILABILITY**

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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Are there any dates when you will not be available for interview?

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**DECLARATION (Please read this carefully before signing this application)**

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| 1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I understand that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the UK GDPR and Data Protection Act.

Signed: ………………………………………………….. Date: ……………………………………….. |