



HR Department

University Printing House

Shaftesbury Road

Cambridge CB2 8BS UK

Telephone 01223 326077/326069

Application for employment

Please complete this form and return it to the HR department at the above address.

This application form, and any attached C.V. will be included in your file if you become a member of Cambridge University Press's staff, and some of the information will also be included in your record on the HR electronic database. If your application is unsuccessful, the form and any attached C.V. will be securely disposed of three months after you are informed of this.

Which post are you applying for?

How did you hear about it?

Advertisement

Which paper? _____

Internet

Which website? _____

Other source

What? _____

Surname

Forenames

Title Mr/Mrs/Miss/Ms/Dr/Other (please specify)

National Insurance number

Do you require a working permit to work in the UK?

Yes No

If so, do you have one?

Yes No

Are you aged 64 ½ or over?

Yes No

Permanent address

Telephone number (including STD code)

Mobile telephone number

Email address

Have you ever been employed by Cambridge University Press before? *(If so, please give details)*

Please give details of previous employment, starting with your current employer.

Dates	Job title and duties
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Name and address of organisation

Reason for leaving	Salary on leaving
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Dates	Job title and duties
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Name and address of organisation

Reason for leaving	Salary on leaving
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Dates	Job title and duties
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Name and address of organisation

Reason for leaving	Salary on leaving
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Do you have any allergies or medical conditions which we need to be aware of? If so please give details

Will the Press need to consider making any reasonable adjustments in respect of the above medical conditions or allergies, and if so, please give details of what adjustments you require.

Do you have any medical conditions which are covered by the Disability Discrimination Act (DDA)? If so please give details:

Will the Press need to consider making any reasonable adjustments in respect of the above medical condition(s), and if so, please give details of what adjustments you require, and or your medical practitioner recommends.

Have you ever been convicted of a criminal offence or are you under formal police investigation?
(Declaration subject to Rehabilitation of Offenders Act 1974) If yes, please give details.

What are your main current interests, hobbies, membership of clubs, etc.?

Please provide the names and addresses of two referees who can confirm your occupation for the past 5 years. *(These will not be contacted until an offer of employment has been accepted)*

Please note below anything else you would like to tell us which is relevant to the job for which you are applying, including skills gained in voluntary work or during a career break. *(Attach a separate sheet if you need more space.)*

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection, or if employed, dismissal.

I understand that I will be required to provide evidence of my eligibility to work in the UK, under the Asylum and Immigration Act (1996), and may be required to undergo a medical examination.

Applicant's signature

Date
