Employment Application Form

If you require this application form in a different format or background colour please [contact us](mailto:recruitment@cbmuk.org.uk?subject=Requesting%20Application%20Form%20in%20alternative%20format).

Please review the recruitment pack for the role you are applying for prior to completing this form as it holds further useful information. Use Section 2 of this document for your covering letter, you don’t need to include a separate one.

Working your way through this document, enter your answer next to each question.

We understand that sometimes you would like to know a bit more about the role or CBM UK, before applying. We are happy to have an informal chat to discuss the role and the great culture of our workplace in more detail. Should you wish to do so please call 01223 484700 Monday to Friday 9am to 4pm or [email us](mailto:recruitment@cbmuk.org.uk?subject=Request%20for%20more%20information%20or%20informal%20chat%20about%20an%20advertised%20role). **Please note that the role is hybrid working with a requirement to be based in the office at least 50% of the time.**

We also recognise that the use of artificial intelligence (AI) is on the increase. AI should not be used in this application process, including in the writing of your CV, or the completion of this application form. This is because the use of AI tools may mislead the organisation around true skills and experience. It may also mean that the application lacks human authenticity.

| Questions | Answers |
| --- | --- |
| We are unable to provide sponsorship for this role. All offers of employment are made subject to proof of eligibility to work in the UK, proof of residency and satisfactory employment screening. Please confirm if you have the right to work in the UK. **Yes** or **No**. |  |
| If you currently hold a work permit or Visa, please give details including its type and expiry date. |  |

Role Details

| Questions | Answers |
| --- | --- |
| What role are you applying for? |  |
| Where did you see the role advertised or hear about it? |  |

Section One

Personal Details

Please complete your personal details and answer the questions in each table below.

| Questions | Answers |
| --- | --- |
| Title |  |
| Full name |  |
| Contact postal address including postal code |  |
| Contact email address |  |
| Home telephone number |  |
| Mobile telephone number |  |

Reasonable Adjustments/Arrangements for Interview

| Question | Answer |
| --- | --- |
| If selected for interview, please indicate any dates you would be unable to attend due to prior immovable commitments. |  |

| Question | Answer |
| --- | --- |
| If you need us to make any reasonable adjustments for your interview to accommodate any disability you may have, visible or non-visible, please tell us what these should be. |  |

Section Two

What motivated you to apply for this job?

**Please add any experience, knowledge, skills, competencies and personal qualities you could bring to this role. This should be your covering letter.**

Delete this text and enter your answer here.

Section Three

Our Values

Take a look at our Values statement within the recruitment pack. In brief, please share with us how you relate to these values and might contribute to them within this role.

Delete this text and enter your answer here.

Section Four

References

**Please give the name, postal address, telephone number and email address of three referees who can broadly represent your professional work and personal interests. Only one should be a personal referee and should include your current or most recent employer. If you are leaving education and have not held employment, please include details of a tutor or Head of Year. This can also include voluntary posts.**

Referee one

| Questions | Answers |
| --- | --- |
| Title |  |
| Full name |  |
| Contact postal address including postal code |  |
| Contact email address |  |
| Work telephone number |  |
| How do you know this person? |  |
| How long have you known this person? |  |
| Can we contact this person now? Yes or No. |  |

Referee two

| Questions | Answers |
| --- | --- |
| Title |  |
| Full name |  |
| Contact postal address including postal code |  |
| Contact email address |  |
| Work telephone number |  |
| How do you know this person? |  |
| How long have you known this person? |  |
| Can we contact this person now? Yes or No. |  |

Referee three

| Questions | Answers |
| --- | --- |
| Title |  |
| Full name |  |
| Contact postal address including postal code |  |
| Contact email address |  |
| Work telephone number |  |
| How do you know this person? |  |
| How long have you known this person? |  |
| Can we contact this person now? Yes or No. |  |

Section Five

Declaration

The information on this form will be used for recruitment and selection purposes only and if your application is successful it will form part of your employment record. All unsuccessful applications will be destroyed twelve calendar months after the closing date for positions advertised. If it is discovered that you have knowingly given any information, which you know, believe or suspect to be false, or withhold any relevant information, your application may be rejected or any subsequent employment terminated.

By signing below I confirm that the information contained in this application form is to the best of my knowledge, correct.

| Information or action required | Answer |
| --- | --- |
| Signature (Either digital or by hand) |  |
| Date |  |

Once you have completed this application form and signed above, please return this application form to us along with your C.V, either by email to [recruitment@cbmuk.org.uk](mailto:recruitment@cbmuk.org.uk) or by post to Recruitment Team, CBM UK, 1 Munro House, 20 Mercers Row, Cambridge CB5 8HY before the closing date detailed in the Recruitment Pack for this role.