

**Employment Application Form**

Please read the recruitment pack prior to completing this form as it holds further useful information. Use section 2 for your covering letter, you don’t need to include a separate one.

Once completed, please attach your CV with this application by the closing date and email to: [recruitment@cbmuk.org.uk](mailto:recruitment@cbmuk.org.uk)

We understand that sometimes you would like to know a bit more about the role and/or the organisation before applying, we are therefore more than happy to have an informal chat where we can discuss the exciting role and the great culture of the workplace in more detail. Should you wish to do so please call 01223 484700.

**Post applied for:  
Where did you see the post advertised, or hear about it from?**

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| **1.Personal details** | |
| Title: Surname: First names: | |
| Contact address:  Postcode: | |
| Email address: | |
| Home phone: | Mobile phone: |
| Please confirm that you have the right to work in the UK. Please note we are unable to offer a work contract if this is not in place. **Yes / No** | |
| If you currently hold a work permit or visa, please give details including its type and expiry  date: | |
| What is your current salary, and your salary expectations?:  # | |

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| If selected for interview, please indicate any dates you would be unable to attend due to prior immovable commitments: |
| Reasonable Adjustments/Arrangements for Interview  Please contact us if you need the application form in an alternative format.  If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be. |

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| **2. 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.*** |
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| **3.Our Values** |
| Take a look at our Values statement on page 2 of the recruitment pack. In brief, please share with us how you relate to these values and might contribute to them within this role. |
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| **4.References**  Please give the name, address and telephone number of three referees (only one of which is personal) who can broadly represent your professional work and personal interests. This should include your current or most recent employer. This can also include voluntary posts. | | | | | | |
| **1.Name of Referee and relationship to you:** | |  | | | | |
| **Email:** |  | | | **Tel:** |  | |
| **Can we contact this referee now?** | **Yes  No ** | | | | | |
| **2. Name of Referee and relationship to you:** | |  | | | | |
| **Email:** |  | | **Tel:** | | |  |
| **Can we contact this referee now?** | **Yes  No ** | | | | | |
| **3. Name of Referee and relationship to you:** | |  | | | | |
| **Email:** |  | | **Tel:** | | |  |
| **Can we contact this referee now?** | **Yes  No ** | | | | | |

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| **5.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 months after the closing date for positions advertised. If it is discovered that you have given any information, which you know to be false, or with hold any relevant information, your application may be rejected or any subsequent employment terminated.  I confirm that the information contained in this application form is correct.  Signature …………………………………………………………………….Date…….................................. |

Once completed and signed above, please attach your CV with this application by the closing date and email to: [recruitment@cbmuk.org.uk](mailto:recruitment@cbmuk.org.uk)

**CBM UK -** 1 Munro House, Mercers Row, Cambridge, CB5 8HY

<https://www.cbmuk.org.uk/>