

Job application form

Trinity College London welcomes you to apply for any of our vacancies with our specially designed Job Application Form where you can offer your expression of interest and explain your suitability for the role.

If you require support in completing this form, such audio-transcribing your application with you, our recruitment team are on hand to help. If you require such assistance, please call us on 020 3752 4711 or email us at recruitment@trinitycollege.com.

Part 1 Position and availability

State the position you are applying for	
Available start date	
Desired salary	

Part 2 Contact information

First name	
Last name	
Email	
Phone	
Address	
Postcode	
Country	
LinkedIn profile url (optional)	

Part 3 Employment history

Present employer

Address

Job title

Dates of employment

Job responsibilities
(six maximum)

Previous employer

Address

Job title

Dates of employment

Job responsibilities
(six maximum)

Part 3 Employment history (cont.)

Previous employer

Address

Job title

Dates of employment

Job responsibilities
(six maximum)

Previous employer

Address

Job title

Dates of employment

Job responsibilities
(six maximum)

Part 4 Academic and professional qualifications

Qualification		
Date received		
Are you able to provide evidence of qualification?	Yes	No

Qualification		
Date received		
Are you able to provide evidence of qualification?	Yes	No

Qualification		
Date received		
Are you able to provide evidence of qualification?	Yes	No

Part 5 About you

Tell us the reason you want to work for Trinity College London?

Part 5 About you (cont.)

What is it about the role that you are applying for that appeals to you?

Outline the skills and experiences that makes you a good fit for this role

Part 5 About you (cont.)

What is most important to you in your next role?

Part 6 Personal information

What is your current notice period		
Do you have any pre-booked holidays? If so, please share the dates		
If successful, you will be required to undergo security clearance including a DBS check. Will this be an issue?	Yes	No
Do you currently or have you previously worked for Trinity in any capacity? (eg past employee, consultant, examiner)	Yes	No
What Right to Work in the UK do you hold?		

Part 7 Your answers to the following are entirely optional

Trinity College London wants to meet the aims and commitments set out in its Equality, Diversity and Inclusion policy.

This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of our candidates in encouraging equality and diversity. Any information you provide is for statistical purposes only. If you wish to discuss any of the information on your questionnaire or if any of your responses require further action, please contact the recruitment team. Information provided will not be used in the selection criteria. If you would rather not share this information, feel free to leave blank.

Gender	
Ethnicity	
Disability	
Veteran status	

Part 8 Statement of Truth

Trinity is committed to the safeguarding and protection of the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the organisation.

We believe in the fair treatment of applicants on all protected grounds and in relation to all history of offending. We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. In line with the requirements of the Rehabilitation of Offenders Act (1974), we select all candidates for interview based on their competencies, qualifications and knowledge.

Application forms and our interview process contain a statement that you will be required to disclose any potential issues with criminal record checks which will be carried out if you are offered a job. The information will only be seen by those who need to see it as part of the recruitment process. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment. We undertake to discuss any matter revealed in a criminal check with you before withdrawing our offer of employment.

Part 8 Statement of Truth (cont.)

The information provided on this application form are known to be true and any false and misleading information will be handled by the People and Culture team in accordance with Trinity's Recruitment Policy. This may lead to the withdrawal of your application from the recruitment process with immediate effect.

Information provided will be dealt with in the strictest confidence in accordance with Trinity's Recruitment Privacy Notice found [here](#).

Signed	
Date	