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| **Cambridge Econometrics Job Application Form** **– Bid and Contract Manager** | |
| **Instructions**  Please complete and return this form, renaming the file in the format “FirstInitialLastName01Jan19.doc” (using today’s date) by email to [careers@camecon.com](mailto:careers@camecon.com). | |
| **Data protection**  As part of any recruitment process, Cambridge Econometrics collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.  If you agree (see **Statement of Confirmation**) to allow us to keep your personal data on file, we will hold your data on file for twelve months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. Our privacy policy is available [here](http://www.camecon.com/wp-content/uploads/2019/03/Privacy-Policy-Job-Applicants.pdf). | |
| ***Statement of Confirmation***  *I consent to the use of this information during the recruitment process and to CE keeping this information on file as described above.*  *I confirm that to the best of my knowledge the information provided on this application form is correct. I accept that deliberately providing false or misleading information may lead to the withdrawal of any offer made by the Cambridge Econometrics and/or termination of employment.* | |
| *Signature:*  *(electronic signature is acceptable)* | *Date:* |
| ***Personal information*** | |
| Title (e.g. Mr/Ms/Dr) |  |
| First name |  |
| Last name |  |
| Current address |  |
| Telephone number |  |
| Email address |  |
| Position applied for |  |
| Date of application |  |
| At which of CE’s locations would you be available to work?  Select all that apply. | Brussels  Budapest  Cambridge |
| How did you learn of this vacancy? (state ‘speculative application’ if you are not responding to a particular vacancy)? |  |
| Date available for work  (or period of notice if you are presently in work) |  |
| Nationality |  |
| (If not a UK national) Do you currently have the right to work in the UK and, if so, under what terms and until when? We may check the information that you provide. |  |
| ***Languages*** | |
| Languages (list languages followed in each case by an indication of your level of proficiency, ([see link](https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)) e.g.:  ‘’A1” / “A2”: Basic user  “B1” / “B2”: Independent user  “C1” / “C2”: Proficient user  “MT”: mother tongue |  |

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| ***Work and academic history*** | | | |
| *For each work position held (add rows as required).* ***Please start with your most recent first.*** | |  | |
|  | | | |
| Period of employment (from month year, to month year) | |  | |
| Employer | |  | |
| Position held | |  | |
| Reason for leaving | |  | |
| Summary of content of work | |  | |
|  | | | |
| Period of employment (from month year, to month year) | |  | |
| Employer | |  | |
| Position held | |  | |
| Reason for leaving | |  | |
| Summary of content of work | |  | |
|  | | | |
| *For each degree course studied (add rows as required).* ***Please start with your most recent first.*** | |  | |
|  | | | |
| Period of study (from month year, to month year) | |  | |
| Name of university | |  | |
| Level and subject of degree (e.g. BA Law) | |  | |
| Grade obtained | |  | |
| Main courses studied | |  | |
|  | | | |
| List any other relevant qualifications or accreditations | |  | |
| List membership or affiliations to relevant professional bodies (e.g. IACCM) | |  | |
|  | | | |
| ***Bid and Contract Management experience*** | | | |
| List here and summarise 2-3 relevant bids or contracts that you have prepared/managed: | | | |
| Bid/contract title |  | | |
| Client |  | | |
| Brief description of bid/contract and your role |  | | |
| Budget |  | | |
| Date |  | | |
|  | | | |
| Bid/contract title |  | | |
| Client |  | | |
| Brief description of bid/contract and your role |  | | |
| Budget |  | | |
| Date |  | | |
|  | | | |
| Bid/contract title |  | | |
| Client |  | | |
| Brief description of bid/contract and your role |  | | |
| Budget |  | | |
| Date |  | | |
|  | | | |
| From the list above, select one bid/contract that you prepared/managed. In **no more than 150 words**, describe the qualities that you have that enabled you to fulfil this role successfully. |  | | |
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| ***Interests*** | | | |
| List any wider interests or activities that you think would help us gain a fuller appreciation of you. |  | | |
| ***Referees*** | | | |
| List the contact details of two referees.  If you have been at university in the past five years, at least one should be an academic referee from your most recent university.  If you are, or have recently been, in employment, one referee should be your latest/last employer.  We will not contact referees unless you are successful at interview. | Name:  Address:  Phone no: | | |
| Email: | |  |
| OK to contact? | |  |
|  | | |
| Name:  Address:  Phone No: | | |
| Email: | |  |
| OK to contact? | |  |
| **Personal statement** | | | |
| Please write a short statement (half a page to a page of A4) to tell us more about yourself. The key things we want to know are covered in the listed questions, so please include these as headings and provide responses to them. But you can also include anything you want to highlight about yourself that is not self-evident from the rest of this application. | | | |
| **Statement:**  *What interests you in commercial contracting?*  *In what kind of organisation do you imagine yourself working in the future?*  *What attracts you to working at Cambridge Econometrics?*  *How do your skills, knowledge and experience make you suited for the position for which you are applying?* | | | |

Form last updated 3 March 2020