

Cambridge Econometrics Job Application Form – Administrative Assistant

Instructions

Please send by email to careers@camecon.com:

- your up-to-date CV; and
- this form, completed and renamed in the format “FirstInitialLastName01Jan19.doc” (today’s date).

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](#).

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	
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.	
Administrative experience	
List here and summarise 2-3 relevant processes that you have managed, which highlight your capabilities in operational delivery of administrative functions:	
Type of initiative/process	
How many staff included	
Brief description of initiative/processes and your role	
Date	
Type of initiative/process	
How many staff included	
Brief description of initiative/processes and your role	
Date	
Type of initiative/process	
How many staff included	
Brief description of initiative/processes and your role	
Date	

From the list above, select one administrative process that you worked on. In **no more than 150 words**, describe the qualities that you have that enabled you to fulfil this role successfully.

Interests

List any wider interests or activities that you think would help us gain a fuller appreciation of you.

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 most about working in Administration?

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?

Thank you for taking the time to complete this form

Form last updated 24 February 2022