



Candidate Top Tips:

Applying for a job at the University of Cambridge

To give you the best chance of making the University of Cambridge the next move in your career, we have created this guidance with hints and tips on how to find our available roles and what to include in your application.

You might be surprised to hear that, alongside our academic and research roles, we also have wide range of professional and support roles, including (but not limited to) roles in the following areas:

- Catering and cleaning
- Gardening
- Facilities and Technical
- Reception and Personal/Executive Assistant
- Professional Services (HR, Finance, IT, Estates, Procurement, Administration etc.)

To find these roles, please look under the “Assistant” and “Academic-Related” categories on our website.



1. Finding our available roles

All of our available vacancies are advertised on the Job Opportunities page: www.jobs.cam.ac.uk.

From here, you will be able to see all of the roles we have available, as well as information about working for the University.



Scan the QR code to be taken straight to the Job Opportunities website.



2. Reviewing job requirements

When reviewing the details of a role, you will see that a document is attached underneath the advert text. This document is called the ‘Further Information Document’ and it provides more information about the role, along with the skills and experience you will need for the role.

We highly recommend reviewing this document before applying.



3. Applying for a job



Education History

- List all of your educational history, even qualifications not related directly to the role.
- If you have an overseas qualification and you are unsure whether it is equivalent to a GCSE, A Level or other UK qualification, you may wish to visit <http://www.naric.org.uk/> for further information.
- Some roles require a qualification “or equivalent experience”. Where applicable, this will be mentioned in the Person Specification for the role.



Career History

- List your full career history, as we are interested in the full range of your experience.
- Detail your current or most recent employment/experience first and work backwards in time.
- Please mention any (significant) breaks in employment, such as travelling, periods of unemployment or voluntary work.



Suitability for the Role / Covering Letter

- **This section is your opportunity to tell us why you think you would suit the role that you are applying for.**
- Use the criteria listed in the ‘Person Specification’ as a guide.
- Focus the information you provide on the role you want to apply for, providing specific details on why you think you are the best candidate for the role.
- Where possible, provide brief examples from your work, education or other experience that show that you have the knowledge and skills required.

Note: Avoid duplicating the person specification without explaining your experience in each area.

- Mention any transferrable skills and experience that might be relevant to the role. This is particularly important for those who are looking to change career.
- **Don't feel the need to include too much here – up to a maximum of 2 A4 sides should be plenty!**



Reach out to us for a chat...

All of our vacancies have the contact information for a colleague in the relevant Department. You can reach out to us to discuss an opportunity, for instance to:

- Find out more about the role.
- Learn about the Department or University.
- Discuss your suitability for the role.
- Discuss things such as flexible working opportunities.



For more general questions, please email: resourcingqueries@admin.cam.ac.uk



Final Hints and Tips

- We have two different methods of application (the application form or a CV / covering letter). Instructions on how to apply will be in the advert.
- We are an equal opportunities employer and treat all job applications on their merits. Equal opportunities information will be filtered from your application.
- The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process.

