

# APPLICATION FOR EMPLOYMENT

Please complete this form and attach a full **CV** and **supporting statement** explaining why you are applying for this position and how you meet the selection criteria outlined in the “Job Description and Selection Criteria” document.

Further information about working for the University is available on our website at <https://jobs.ox.ac.uk/>. If you need this information in another format please contact the person named in the job advertisement.

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| Post applied for **Department** | **Vacancy ID** |

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| --- | --- | --- | --- |
| Personal details | | | |
| Title | Forename | | |
| Surname/family name | | | |
| Current address **Postcode** | | **Country** | |
| Daytime tel. | | | Mobile tel. |
| Email | | | |

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| Referee details *(please provide details for the number of referees requested in the Job Description and Selection Criteria document)* | |
| Referee 1 | |
| Title | Forename |
| Surname/family name |  |

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| --- | --- | --- |
| Job title | | |
| Company name (if applicable) | | |
| AddressPostcode | Country | |
| Contact no. | Email | |
| Referee’s relationship to you | | |
| May we contact this referee at any time? | | YES/NO |

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| --- | --- | --- | --- |
| Referee 2 | | | |
| Title | Forename | | |
| Surname/family name |  | | |
| Job title | | | |
| Company name (if applicable) | | | |
| AddressPostcode | | Country | |
| Contact no. | | Email | |
| Referee’s relationship to you | | | |
| May we contact this referee at any time? | | | YES/NO |

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| Referee 3 *(only required for some posts - see “How to Apply” in the Job Description and Selection Criteria document)* | | | |
| Title | Forename | | |
| Surname/family name |  | | |
| Job title | | | |
| Company name (if applicable) | | | |
| AddressPostcode | | Country | |
| Contact no. | | Email | |
| Referee’s relationship to you | | | |
| May we contact this referee at any time? | | | YES/NO |

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| Availability | |
| Are there any dates when you are not available for interview? | YES/NO |
| If YES, please give details | |

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| Effective recruitment |
| To help us with future recruitment please indicate how you found out about this vacancy.University website 🞏 jobs.ac.uk 🞏 Other (please specify) |

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| Previous employment matters | |
| Are there any disciplinary proceedings against you which are still “live”? | YES/NO |
| If YES, please give details, including any pending proceedings. | |

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| Retirement | |
| The University has an EJRA for very senior research posts - see <https://hr.admin.ox.ac.uk/the-ejra>. If you are applying for a very senior research role (RSIV/D35) or clinical equivalents (E62 and E82) please select Yes to confirm that you are below the age of 69 and understand that should you be successful in securing this post your normal retirement date would be 30 September immediately preceding your 70th birthday. For all other posts select N/A. | YESN/A |

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| Working in the UK | |
| Do you have the right to work in the UK? | YES/NO |
| If YES, please note any conditions attached, for example time limitations | |

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| Previous university service | |
| Have you ever worked for the University of Oxford? | YES/NO |
| If YES, please give dates and reasons for leaving (including OMIS) | |
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| Fair recruitment | |
| To ensure a fair recruitment process, please state whether you know, or are related to, any member of the University who could be involved in selection decision for this post or who is otherwise closely associated with this post | YES/NO |
| If YES, please give details | |

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| Unspent criminal convictions | |
| *The University will not necessarily bar an applicant from employment because of an unspent criminal conviction; the nature of the conviction and its relevance to the post will be considered.* | |
| Do you have any unspent criminal convictions, bind-overs, cautions, warnings or reprimands? | YES/NO |
| Are there any criminal proceedings currently pending against you? | YES/NO |
| If YES, please supply the following details in a sealed envelope marked ‘strictly confidential’ to the contact name detailed in the advert: nature of offence(s), date of conviction(s), penalty. This information will be held on a strictly confidential basis, in compliance with the GDPR and related UK data protection legislation, and only discussed with the selection panel where it is relevant to the post for which you have applied. | |

# ALL APPLICANTS MUST SIGN THE DECLARATION BELOW

**Declaration**: The information provided in this application form and any supporting documentation (including the equality and diversity monitoring section) is true and complete. I understand that any offer of employment may be conditional upon satisfactory screening.

I agree that any deliberate omission, falsification or misrepresentation in the application form or supporting documentation will be grounds for rejecting this application or subsequent dismissal, if employed by the University. This also applies to any medical questionnaire/forms I may complete.

I consent to be contacted by the University at any date regarding my application.

I consent to the information given in this application form and accompanying supplements being stored and processed in accordance with the in compliance with the GDPR and related UK data protection legislation.

Signed:………………………………………………………………………. Date …………………………….