

APPLICATION FOR EMPLOYMENT

Please complete this form and attach a **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 to request a printed version of this information.

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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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| **Qualifications and training** *(please include any training courses you have attended which would be relevant to this post - continue on a separate sheet if necessary)* | | | |
| Qualification (level and subject) | School/college name or awarding body | Date attained | Qualification result |
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| **Current employment** *(where applicable)* | | |
| Job title | | |
| Employer name | | |
| Employer address  Postcode | | Country |
| Main duties | | |
| Start date | | End date |
| Reason for leaving | | |
| Current salary/salary on leaving | £ per month/year | |
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| **Previous employment** *(please list in chronological order, starting with the most recent - continue on a separate sheet if necessary)* | | |
| Job title | | |
| Employer name | | |
| Employer address  Postcode | | Country |
| Main duties | | |
| Start date | | End date |
| Reason for leaving | | |
| Current salary/salary on leaving | £ per month/year | |

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| --- | --- | --- |
| Job title | | |
| Employer name | | |
| Employer address  Postcode | | Country |
| Main duties | | |
| Start date | | End date |
| Reason for leaving | | |
| Current salary/salary on leaving | £ per month/year | |
|  | | |
| Job title | | |
| Employer name | | |
| Employer address  Postcode | | Country |
| Main duties | | |
| Start date | | End date |
| Reason for leaving | | |
| Current salary/salary on leaving | £ per month/year | |

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| Please provide details of any periods of voluntary work, travel, career breaks and unemployment |
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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 | | | |
| Job title | | | |
| Company name (where relevant) | | | |
| Address  Postcode | | Country | |
| Contact tel. | | Email | |
| Referee’s relationship to you? | | | |
| Permission to contact? | | | YES/NO |

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| **Referee 2** | | | |
| Title | Forename | | |
| Surname/family name | | | |
| Job title (where relevant) | | | |
| Company name (where relevant) | | | |
| Address  Postcode | | Country | |
| Contact tel. | | Email | |
| Referee’s relationship to you? | | | |
| Permission to contact? | | | 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 | | | | |
| Name | | | | |
| Job title (where relevant) | | | | |
| Company name (where relevant) | | | | |
| Address  Postcode | | Country | | |
| Contact tel. | | Email | | |
| Referee’s relationship to you? | | | | |
| Permission to contact? | | | 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 web site 🞏 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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| **For posts at grade 8 and above** | |
| I have read and understood that the University operates an employer justified retirement age (EJRA) policy -<https://hr.admin.ox.ac.uk/the-ejra> | YES/NON/A (only if Grade 1 - 7) |
| I confirm that I am currently below the EJRA, which is 68, and I understand that should I be successful in securing this post my normal retirement date would be 30 September immediately preceding my 69th birthday. | YES/NON/A (only if Grade 1 - 7) |

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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** | |
| Are you known to any member of the University who is connected in any way with this post? | YES/NO |
| If YES, please give details | |

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| **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. | |
| **Supporting Statement.** *Please read the job description and selection criteria for the post before completing this section: these will describe the sort of skills, experience, knowledge, or abilities which are required (the ‘selection criteria’). Your skills and experience may have been gained though paid employment, voluntary/community work, domestic responsibilities, spare-time activities, and training. Please describe how you meet the selection criteria, and explain why you wish to apply for this job.* | |

**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 …………………………….