**APPLICATION FOR EMPLOYMENT**

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| Post Applied For |  |

Please complete in full. Incomplete or late applications will not be accepted

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| **PERSONAL DETAILS** | | | |
| Title |  | | |
| Surname |  | | |
| Forenames |  | | |
| Preferred Forename |  | | |
| Former Names |  | | |
| Full Address (including postcode) |  | | |
| Home Telephone Number | | Work Telephone Number | Mobile Telephone Number |
|  | |  |  |
| Email Address: | | | |
| If necessary, may we contact you on your work telephone number? YES 🞏 NO 🞏 | | | |
| National Insurance Number: | | | |
| If you are not a citizen of the UK or the EU (indicated on your passport) do you have a permit to work in the UK?  YES 🞏 NO 🞏  Please provide details if necessary: | | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, or Fellow of the Queen’s College. If so, please provide details: | | | |

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| **EMPLOYMENT HISTORY**  (Please indicate any gaps in employment and use additional pages if required. If this is your first job after leaving full-time education, you may wish to give details of temporary employment or work experience placements) | | | | | | | |
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| PRESENT OR MOST RECENT EMPLOYMENT | | | | | | | |
| Are you currently employed? YES 🞏 NO 🞏 | | | | | | | |
| Name and Address of Current / Most Recent Employer: | | | | | Telephone Number: | | |
| Job Title: | | | Salary: | | | Grade: | |
| Date Commenced:  Leaving Date: | | | Reason for leaving or seeking other employment: | | | Period of Notice/ When are you available for employment: | |
| Brief Description of Duties and Responsibilities:  Please continue on a separate sheet if necessary | | | | | | | |
| **PREVIOUS EMPLOYMENT and/or ACTIVITIES SINCE LEAVING SECONDARY EDUCATION** (Please list most recent previous employment first) | | | | | | | |
| From | To | Name and Address of  Employer | | Job Title and Duties | | | Reason for Leaving |
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| Please continue on a separate sheet if necessary | | | | | | | |

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| **ADDITIONAL INFORMATION** |
| Please give your reasons for applying for this post and why you are suitable for the position and explain what skills, experience and personal qualities you would bring to the College, how they relate to the post you have applied for and demonstrate your ability to undertake the duties of the post. If you have done this in your covering letter you may leave this blank.  Please continue on a separate sheet if necessary. |

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| **TRAINING**  COURSES ATTENDED or OTHER VOCATIONAL QUALIFICATIONS, SKILLS OR TRAINING (relevant to the position applied for) | | | |
| Course Title | Course Provider | Duration | Date Completed |
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| **EDUCATION HISTORY**  Please include secondary and further education (University/college/apprenticeship, etc.). | | | | |
| School/College/University/  Institute | From | To | Qualification and dates | Pass/Grade |
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| **OTHER EMPLOYMENT** |
| Please note any other employment or duties (e.g. territorial army, school governor etc.) you would continue with if you were to be successful in obtaining this position. |
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| **OTHER INTERESTS/HOBBIES** |
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| Are there any special arrangements you might require to attend an interview? Yes  No   Any offer of employment made by the College will be conditional upon verification of the successful applicant’s medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire before any offer of employment is confirmed. There may be circumstances when it will be necessary for the College to refer to your medical records and/or for you to be referred to a specialist clinician. |

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| **CRIMINAL RECORD** |
| Please state any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974. If none please state this. In certain circumstances employment is dependent upon obtaining a satisfactory enhanced check from the Disclosure and Barring Service /Scottish Criminal Records Office. |

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| **EMPLOYMENT REFERENCES**  Please give details of three work-based referees. One of your referees must be your present or most recent employer and we will contact this reference only in agreement with you. | | | |
| Referee’s name and  job title | Full address, telephone number and email address | In what connection does this person know you? | May we approach prior to interview |
|  |  |  | YES 🞏  NO 🞏 |
| Referee’s name and  job title | Full address, telephone number and email address | In what connection does this person know you? | May we approach prior to interview |
|  |  |  | YES 🞏  NO 🞏 |
| Referee’s name and  job title | Full address, telephone number and email address | In what connection does this person know you? | May we approach prior to interview |
|  |  |  | YES 🞏  NO 🞏 |

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| **DECLARATION**  (Please read this carefully before signing this application) |
| Please sign and date the declaration below:  I declare that the information given by me, to the best of my knowledge, is true and complete.  I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.  I understand that it may be necessary for the College to process information about me which could be regarded as Sensitive Personal Data under the Data Protection Act 1998. I hereby consent to the processing of such data.  Signed: …………………………………………………………….  Dated: ……………………………. |

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| **ADVERTISING** |
| Please state where you saw this vacancy. |

**Please return to:**

**The Provost’s PA**

**The Queen’s College**

**Oxford**

**OX1 4AW**

**vacancies@queens.ox.ac.uk**