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| **Private and Confidential**   APPLICATION FOR EMPLOYMENT **POST TITLE: Registry Assistant** | | |
| **SURNAME:** Hurtado Ramos | | **TITLE:** Mrs |
| **FIRST NAMES:**  María del Rosario | | **N I NUMBER:** I’m applying for it now |
| **ADDRESS:**  29A Wren Road  **POSTCODE:** OX2 7SX | | **DAYTIME TELEPHONE:**  07765 797 864  **EVENING TELEPHONE:** 07780 006 927  **E-MAIL ADDRESS:** rosario\_hurtado@hotmail.com |
| **PRESENT POST:** (Please provide company name, job title, main responsibilities, dates, salary details and reason for leaving/seeking alternative position)  I’m currently working as a voluntary and am looking for a paid job. | | |
| If offered the post, how soon could you start: Immediately | | |
| **PREVIOUS POSTS:** (Please provide company name, job title, main responsibilities, dates, salary details and reasons for leaving. Please include all posts from the year you left school. Include any periods of unemployment or care of a child/relative. (PLEASE DO NOT LEAVE ANY GAPS).  **2018-Current.** Voluntary for Gymnastics Coach Assistant. Cherwell Gymnastics Club.  **2011-2018**. Voluntary. Event Organizer for the Family Society. Wolfson College, University of Oxford.  **2014-2015.** Data entry for Researcher Lisa Patrick Bentley at Ecosystems Lab, University of Oxford.  **2009-2011.** Database Manager & Student Services Manager. Foreign language centre. National Autonomous University of Mexico (UNAM). Reason for leaving: Moving to UK.  **2006-2011.** System tester. Systems Department at Technological Development Centre. National Autonomous University of Mexico (UNAM). Reason for leaving: Moving to UK.  **2004-2006.** IT Administrator. Computing Services Department at Technological Development Centre. National Autonomous University of Mexico (UNAM). Reason for leaving: Promotion.  **1998-2004.** Professor Assistant. Department of Mathematics and Engineering. National Autonomous University of Mexico (UNAM). Reason for leaving: Promotion.  **1997-2004.** Undergraduate Mathematics Professor. Department of Mathematics and Engineering at National Autonomous University of Mexico (UNAM). Mexico. Reason for leaving: Schedule issues.  *(Please continue on a separate sheet if necessary*). | | |
| Has your current or previous employer instigated disciplinary proceedings against you which have resulted in a warning or other disciplinary action? **NO**  If yes, please give details, including any pending proceedings:  Are there any restrictions on your taking up employment in the UK? **NO** If yes, please give details. | | |
| Are you related to any current member of St Antony’s College staff or Governing Body? NO | | |
| **EDUCATION: SECONDARY AND HIGHER:** (Please provide dates and qualifications obtained)  **2008-2009**. Centro Polanco de Extensión Académica. National Autonomous University of Mexico (UNAM). Diploma in Information Technologies  **1994-1998**: Faculty of Superior Studies at Acatlan. National Autonomous University of Mexico (UNAM). BSc in Applied Mathematics and Computer Science  **2011**. English ESOL Entry 3 Level. Abingdon and Witney College.  **2018-2019**. English and Functional skills ESOL Level 1. Abingdon and Witney College.  **2019-Current**. English and Functional skills ESOL Level 2. Abingdon and Witney College. | | |
| **PROFESSIONAL AND OTHER QUALIFICATIONS AND TRAINING:** (Please provide dates)  **1998**. Teacher training. Docent Formation Department. National Autonomous University of Mexico (UNAM). | | |
| **PERSONAL STATEMENT**  **Please explain how you meet the essential and desirable criteria listed in the person specification**  I have over 7 years’ experience in the Student Servicessector and over 7 years’ experience teaching University student. I believe the knowledge and skills built up during this time make me the right candidate for the role.  Between 1998 and 2010 I worked as a data entry for 4 years, I worked as an IT support manager for over 4 years and lastly as a software deployer and tester (DevOps) for over 4 years. All within an academic environment.  As a data entry I successfully kept the Database of all academics in the Mathematics Division of my Campus as well as their groups and classes. As an IT support manager, I had a team of interns/students under me with which I managed the area of Graphic Design, which used only Macintosh equipment (G4 and G5, Mac OS X 10.2 to Mac OS X 10.4). As a tester I deployed and tested internal software used for admissions to Latin America’s largest language centre and the second biggest worldwide. I also trained the final users of the software. Overall, I have a fair knowledge of Databases.  With my previous experience and expertise, I believe my contribution will have an immediate impact on the business at St. Anthony’s College  *(Please continue on a separate sheet if necessary*). | | |
| **NAMES AND CONTACT DETAILS OF TWO REFEREES:** (*One of these must be your current or most recent employer*) | | |
| 1.Juliet Field  Cherwell School, North Site  Marston Ferry Road  Oxford  OX2 7EE  TEL: 0 7415 728396  EMAIL: jools.field@binternet.com | 2. Mark Greenaway  Oxfordshire Adult Learning  The Union, Collins St, Cowley OX4 1EE  TEL: 01235 555 585  EMAIL: mark.Greenaway@abingdon-witney.ac.uk | |
| **Referees will be contacted directly unless you indicate otherwise next to the referee’s name above.** | | |
| OTHER INFORMATION:  Have you been convicted of any criminal offence which is not ‘spent’ under the Rehabilitation of Offenders Act 1974 or are there any criminal proceedings currently pending against you? **No**  If yes, please give details: | | |
| Please state where you saw this vacancy advertised:  **Daily Info** | | |
| **DECLARATION** (*Please read this carefully before signing this application*)   1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. 2. I understand that, should I be successful in this application, I will be required to complete a confidential new starter health questionnaire. 3. I agree that, if required, I will apply to the Disclosure and Barring Service for an Enhanced DBS check. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of St Antony’s College, any offer of employment may be withdrawn or my employment terminated. 4. I understand that St Antony’s College is committed to protecting the privacy and security of personal data and that information will be processed in accordance with the General Data Protection Regulation, UK data protection legislation and the College’s Data Protection Policy.   **A privacy notice for applicants and information about how we use your data can be found at**  [**https://www.sant.ox.ac.uk/about-st-antonys/how-we-use-your-data**](https://www.sant.ox.ac.uk/about-st-antonys/how-we-use-your-data) | | |
| **DATE:** 27 September 2019 **SIGNATURE: María del Rosario Hurtado Ramos** | | |
| **Please send your completed application form by email to** [**recruitment@sant.ox.ac.uk**](mailto:recruitment@sant.ox.ac.uk) **or by post to HR Manager, St Antony’s College, 62 Woodstock Road, Oxford OX2 6JF no later than 12 noon on Wednesday 2 October 2019.** | | |