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## CONFIDENTIAL APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE THE FORM:

DIGITALLY - USING PDF READERS SUCH AS NITRO PDF FOR BEST COMPATABILITY  
BY HAND - IN BLOCK CAPITALS USING **BLACK INK** TO AID PHOTOCOPYING

1. Position applied for: \_\_\_\_\_  
Closing date for applications: \_\_\_\_\_  
Date available to take up employment, if offered: \_\_\_\_\_  
Where did you see the position advertised?: \_\_\_\_\_

### 2. Personal details

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Telephone no. - Daytime: \_\_\_\_\_ Evenings: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
National Insurance number: \_\_\_\_\_ Nationality: \_\_\_\_\_  
(If you are not a UK or EU citizen, you must have a valid Work Permit - please attach a copy of the Work Permit with application)

3. Do you own a car? ☐

Do you hold a current driving licence? Provisional ☐ Full ☐ PSV ☐

Do you have any current endorsements? ☐

Give details: \_\_\_\_\_

4. Do you speak or read any foreign languages? ☐

Give details: \_\_\_\_\_

5. Do you hold a valid CSCS card? ☐

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

6. What is your level of experience in commercial archaeology **in the UK**?

None ☐

Less than 6 months ☐

6 months - 2 years ☐

2 - 5 years ☐

5 years and above ☐

If necessary, please provide supporting details below, including any information regarding experience outside of the UK:

## 7. Qualifications

| University/College | Subjects | Qualifications |
|--------------------|----------|----------------|
|                    |          |                |
|                    |          |                |
|                    |          |                |

## Occupational/ Professional / Technical qualifications /Institute membership

| College/Institute or other name | Qualification/level |
|---------------------------------|---------------------|
|                                 |                     |

**8. Previous Relevant Employment** (Please include details of your most recent employment first and use the spaces below to give details of other paid employment in chronological order backwards from the most recent.)

Present/most recent employer: \_\_\_\_\_

Type of business: \_\_\_\_\_

Address: \_\_\_\_\_

Starting date: \_\_\_\_\_ Notice required: \_\_\_\_\_ Starting pay £ \_\_\_\_\_ per \_\_\_\_\_

Current/Final pay £ \_\_\_\_\_ per \_\_\_\_\_ Current Job Title: \_\_\_\_\_

Duties/responsibilities: \_\_\_\_\_

Reason for leaving/wishing to leave: \_\_\_\_\_

Previous employer: \_\_\_\_\_ Type of business: \_\_\_\_\_

Address: \_\_\_\_\_

Starting date: \_\_\_\_\_ Leaving date: \_\_\_\_\_ Starting pay £ \_\_\_\_\_ per \_\_\_\_\_

Finishing pay £ \_\_\_\_\_ per \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties/responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Previous employer: \_\_\_\_\_ Type of business: \_\_\_\_\_

Address: \_\_\_\_\_

Text Field

Starting date: \_\_\_\_\_ Leaving date: \_\_\_\_\_ Starting pay £ \_\_\_\_\_ per \_\_\_\_\_

Finishing pay £ \_\_\_\_\_ per \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties/responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Previous employer: \_\_\_\_\_ Type of business: \_\_\_\_\_

Address: \_\_\_\_\_

Starting date: \_\_\_\_\_ Leaving date: \_\_\_\_\_ Starting pay £ \_\_\_\_\_ per \_\_\_\_\_

Finishing pay £ \_\_\_\_\_ per \_\_\_\_\_ Job Title: \_\_\_\_\_

Duties/responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## GENERAL

9. Voluntary Work and Experience (Give details of any voluntary work, or work experience relevant to your application not covered previously)

10. If offered this position, will you continue to work in any other capacity? (Give details)

11. Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act.)

12. Do you have any pre-existing injuries conditions or ailments that may affect your ability to perform aspects of the job you have applied for? ☐

If yes please describe how the injury, condition or ailment would affect your ability.

## REFERENCES

13. Applicants should be aware that any offer of employment made may be conditional on receipt of references which are satisfactory to the company. Please give details of two contacts whom we may approach for a personal, academic or work-related reference (not members of your family)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_

\_\_\_\_\_

Capacity in which known to you: \_\_\_\_\_

\_\_\_\_\_

Daytime telephone no.: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_

\_\_\_\_\_

Capacity in which known to you: \_\_\_\_\_

\_\_\_\_\_

Daytime telephone no.: \_\_\_\_\_

#### 14. Supplementary Information

If you wish, you may use this space to give your reasons for applying for this post and any further information in support of your application.

## NOTES

### 1. **Completing this form:**

*Option 1* - Digitally. This document contains forms which can be filled in within your PDF reader. For best results use a reader such as Nitro Pdf. Adobe Reader should also be compatible, but please make sure that filled in fields remain that way when you print or save before emailing.

*Option 2* - Please print out this form and fill it in by hand in CAPITAL LETTERS using **black ink** as an aid to legibility and photocopying.

CVs will be accepted, but only with application forms where all the obligatory sections on the form have been completed. Section 14 is optional, but you are advised that this is an opportunity to include additional information in support of your application

### 2. **Applicants may be required to produce** educational certificates and awards, as well as proof of their eligibility to work in the UK (such as a British passport, National Insurance/medical card, or birth certificate).

### 3. **Returning your application:** Please return your complete application together with the attached

Equal Opportunities Monitoring Form, to the address below. Your Equal Opportunities Monitoring Form will be detached from your application form immediately on receipt and has no bearing on the job selection process.

Please be sure to return your application documents to reach us BEFORE the closing date. Late applications will not normally be considered.

Rename this file 'your name'-JobApplication.pdf and Email to: **careers@oxfordarch.co.uk**

#### **Postal return address:**

**JOB APPLICATION, Oxford Archaeology South, Janus House, Osney Mead, Oxford, OX2 0ES**

## DECLARATION

I confirm that the information given on this form is, to the best of my knowledge, true and complete.

Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature/Name: \_\_\_\_\_ Date: \_\_\_\_\_

# EQUAL OPPORTUNITIES MONITORING FORM

Applicants are requested to tick the relevant boxes below to enable the company to monitor compliance with Equal Employment Opportunities Policy and Practices. Monitoring is recommended by the Codes of Practice for the elimination of discrimination on the grounds of race, sex, age and disability. This information is used for no other purpose, will be treated as strictly confidential and is not seen by those involved in the selection process.

Surname Forename(s) \_\_\_\_\_

Male ☐ Female ☐

Date of birth: \_\_\_\_\_

Ethnic group: \_\_\_\_\_

|               |                 |                                   |
|---------------|-----------------|-----------------------------------|
| White British | Pakistani       | Mixed - White and Black Caribbean |
| White Irish   | Asian Other     | Mixed - White & Black African     |
| White Other   | Black British   | Mixed - White & Asian             |
| Asian British | Black African   | Any other mixed background        |
| Indian        | Black Caribbean | Chinese                           |
| Bangladeshi   | Black Other     | Any other background              |

Are there any disabilities which may affect your application? ☐

Day-to-day activities affected (please specify)

Mobility & Manual dexterity ☐

Physical co-ordination ☐ Continence ☐

Ability to lift/carry/move everyday objects ☐ Speech/hearing/eyesight ☐

Memory/ability to concentrate, learn or understand ☐

Perception of the risk of physical danger ☐

Describe any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job:

Describe any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job: