| Application for Employment - Private and confidential | | |
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| Position applied for: Position... | | |
| Surname: Surname... | Forename(s): Forename(s)... | Title: Title... |
| Address: Addess... | Mobile phone number: Mobile phone number... | |
| Postcode: Postcode... | Telephone number: Tel number | |
| National Insurance number: Nat insurance | Email: Email... | |
| Current driving license? Yes  No | Details of endorsements: Endorsments... | |
| Are there any restrictions on you taking up employment in the UK? Yes  No  (if yes, please provide details): Provide details here... | | |

| Education history | |
| --- | --- |
| Schools/colleges/universities attended:  School/college/university details | Qualifications gained:  Qualification details.... |

| Other training/qualifications |
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| Details of other training and qualifications... |

| Employment history  (Please complete in full and use a separate sheet if necessary)  Are you currently employed? Yes  No | | | | |
| --- | --- | --- | --- | --- |
| Dates of employment: | Name and address of employer: | Job tile: | Duties: | Reason for leaving: |
| Dates (to and from)... | Name/address... | Job title... | Duties... | Reason for leaving... |

| Other employment |
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| Please record any other employment (paid or unpaid) that you would like to continue, whilst working at All Souls College, if you were to be successful in obtaining this position.  Record any other employment here... |

| Statement of suitability |
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| The information you provide in this section will be used when shortlisting your application for interview. It is very important that you provide as much information as possible to clearly show how you meet the role requirements as detailed in the Candidate Pack.  Add statement of suitability here... |

| References | |
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| Applicants must provide details of two referees, one must be your current or most recent employer and the other should be a previous employer. Where possible the two referees should be from separate organisations or employers.  **Please be aware that we may contact your referees at any time during the application process unless you specifically request us not to do so.** | |
| Name: Name (first referee) | Name: Name (second referee) |
| Address: Address (first referee) | Address: Address (second referee) |
| Telephone: Telephone (first referee) | Telephone: Telephone (second referee) |
| Email: Email (first referee) | Email: Email (second referee) |
| Position held: Position | Position held: Position |
| Company: Company | Company: Company |

| Criminal record |
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| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.  Details of criminal convictions, or if none, please state… |

| Declaration (Please read this carefully before signing this application) |
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| 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.   1. I agree that the organisation reserves the right to require me to undertake an Occupational Health assessment and undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act. 2. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the College any offer of employment may be withdrawn or my employment terminated. 3. I have read the College Privacy Policy <https://www.asc.ox.ac.uk/sites/default/files/migrated-files/ASCPrivacy%20Notice%20-%20Fellows,Staff,%20applicants2019.pdf> and understand that my data will be processed in accordance with this policy. |

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| Signed: Forename(s), Surname(s) Date: XX/XX/XXXX |