

Tel: 01865 274900 www.st-hughs.ox.ac.uk Registered Charity 1139717

St Hugh's College, Oxford Application for Employment Private and Confidential

Position applie	ed for	Vacancy reference number
Title	First Name(s)	Last Name
Home address		
Email address:		Telephone number:
		·
Current corres	pondence address (if different)	
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Email address:		Telephone number:
National insura	ance number	
Right to work i	in the UK	
	are made in accordance with St Hugh's College's Equ	
_	andidates. The College undertakes not to discriminat evealed. The Immigration, Asylum and Nationality A	
-	ne who is not entitled to work in the UK. We theref	
	ork in the UK before employment can comme	
Diagra note that	you will pood to provide original decuments and who	ore any decuments are not in English a cortified
-	ou will need to provide original documents and whe required. Do not include these documents wi	
	formation at the appropriate point in the selection p	
	restrictions on you taking up employment in	n the UK? Yes 🗌 No 🗌
(If yes, please p	provide details)	

	advertised?
References	
employed, your referees should be per for a considerable period, and at leas Otherwise they may be people who kr	who have agreed to provide a reference for you. If you have previously bee ople who have direct experience of your work through working closely with yo st one of them should be your formal line manager in your most recent job now you from recent college, school, or voluntary experience. It is helpful if yo ws you (e.g. 'line manager', 'work colleague', 'college tutor'). Your referees should be a controlled to the controlle
Name:	Name:
Relationship to applicant:	Relationship to applicant:
Address:	Address:
Telephone number:	Telephone number:
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Email:	Email:
Criminal record	
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Other relevant qualifications/membership of professional bodies						
Please tell us if you are currently a member of a relevant professional body, or hold other qualifications, which you think, may be particularly relevant to this role.						
Professional Body or Qualification	ofessional Body or Qualification Year of Is this still valid? (yes/no)					
	admission/Qualification					

Training and development	
Please use the space below to give details of any training or	non-qualification based development which is relevant to
the post and supports your application.	_
Training Course	Course Details
	(including length of course/nature of training)

Employment history List in chronological order starting with your current or most recent employer, and use a separate sheet if necessary					
Dates From / To	Name and address of employer	Job title and description of main duties and responsibilities	Salary on leaving	Reason for leaving	
Current employer					

Dates From / To	Name and address of employer	Job title and description of main duties and responsibilities	Salary on leaving	Reason for leaving

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Please note any other employment you would continue with if you were to be successful in obtaining this position.

Supporting Statement	
Please demonstrate here how your knowledge, skills and experience meet the requirements of this	
role as detailed in the person specification. Please give as rich and detailed a picture as you can.	
Please tell us what it is about this role at St Hugh's College that particularly appeals to you. Continue on a separate	
sheet if necessary. A curriculum vitae may be attached with your application but cannot be used to replace this	
application form.	

Personal relationships
Are you related to a current member of staff at St Hugh's College?
Please tick as appropriate: Yes No No
Declaration (please read carefully before signing this application)
I confirm that the information given by me in this form is complete and correct and that any untrue or misleading
information will give St Hugh's College the right to terminate any employment contract offered.
Information from this confiction was be appropriate and in accordance with the Consul Date Duckerties Devolutions
Information from this application may be processed in accordance with the General Data Protection Regulations. You have, on written request the right to access personal data held about yourself. I hereby give my consent to St
Hugh's College processing the data supplied in this application form for the purposes of recruitment and selection.
This information will not be shared with third parties and will only be kept for as long as it is needed up to a
maximum of six months.
Signed: Date:

If you have any queries, please email hr@st-hughs.ox.ac.uk or telephone (01865) 274914.

St Hugh's is a self-governing College of Oxford University and is an Equal Opportunities Employer.