|  |  |  |
| --- | --- | --- |
| St Hugh’s College  St Margaret’s Road  Oxford, OX2 6LE | Monochrome Crest 2.gif | Tel: 01865 274900  [www.st-hughs.ox.ac.uk](http://www.st-hughs.ox.ac.uk)  Registered Charity 1139717 |
| St Hugh’s College, Oxford  **Application for Employment**  **Private and Confidential** | | |

|  |  |  |
| --- | --- | --- |
| **Position applied for** | | **Vacancy reference number** |
|  | |  |
| **Title** | **First Name(s)** | **Last Name** |
|  |  |  |

|  |  |
| --- | --- |
| **Home address** | |
|  | |
| **Email address:** | **Telephone number:** |
| **Current correspondence address (if different)** | |
|  | |
| **Email address:** | **Telephone number:** |

|  |
| --- |
| **National insurance number** |
|  |

|  |
| --- |
| **Right to work in the UK** |
| All appointments are made in accordance with St Hugh's College's Equality Policy and applications are welcomed from  a wide range of candidates. The College undertakes not to discriminate unlawfully against any applicant on the basis of  any information revealed. The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers  to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**  Please note that you will need to provide original documents and where any documents are not in English a certified  translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.  Are there any restrictions on you taking up employment in the UK ? Yes ⬜ No ⬜  (If yes, please provide details) |

|  |
| --- |
| **Where did you see this vacancy advertised?** |
|  |

|  |  |
| --- | --- |
| **References** | |
| Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who know you from recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. ‘line manager’, ‘work colleague’, ‘college tutor’). Your referees should not be related to you. | |
| Name: | Name: |
| Relationship to applicant: | Relationship to applicant: |
| Address: | Address: |
| Telephone number: | Telephone number: |
| Email: | Email: |

|  |
| --- |
| **Criminal record** |
| 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 Disclosure & Barring Service (DBS). |

|  |  |
| --- | --- |
| **Education history (Use a separate sheet if necessary)** | |
| **Schools** | **Qualifications gained** |
| From (year) to (year) |  |
| **College, University** | **Qualifications gained** |
| From (year) to (year) |  |

|  |  |  |
| --- | --- | --- |
| **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 | Year of admission/Qualification | Is this still valid? (yes/no) |
|  |  |  |

|  |  |
| --- | --- |
| **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 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Notice required in current post** |
|  |

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

|  |
| --- |
| **Personal relationships** |
| Are you related to a current member of staff at St Hugh's College?  Please tick as appropriate: Yes ⬜ 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 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.*