



St Hugh's College, Oxford

Application for Employment

Private and Confidential

Position applied for		
Title	First Name(s)	Last Name

Home address	
Email address:	Telephone number:
Current correspondence address (if different)	
Email address:	Telephone 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?

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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.

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

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.