



APPLICATION FOR EMPLOYMENT

POST TITLE:

Purpose of the form:

This form is used to gather information from the applicant that is relevant to the recruitment process. Please refer to the privacy policy and record of processing activities at the end of this document for information on how and why your data is processed.

SURNAME:

TITLE:

FIRST NAMES:

NI

NUMBER:

ADDRESS:

DAYTIME TELEPHONE:

EVENING TELEPHONE:

E-MAIL ADDRESS:

POSTCODE:

PRESENT POST: (Please provide company name, job title, main responsibilities, dates, salary details and reason for leaving/seeking alternative position)

If offered the post, how soon could you start:

PREVIOUS POSTS: (Please provide company name, job title, main responsibilities, dates, salary details and reasons for leaving. Please include all posts from the year you left school. Include any periods of unemployment or care of a child/relative. (PLEASE DO NOT LEAVE ANY GAPS).

Has your current or previous employer instigated disciplinary proceedings against you which have resulted in a warning or other disciplinary action? NO YES

If yes, please give details, including any pending proceedings:

Are there any restrictions on your taking up employment in the UK? NO YES

If yes, please give details.

Are you related to any current member of North Oxford Shared College Services staff or Board? NO YES

If **yes**, please give details.

EDUCATION: SECONDARY AND HIGHER: (Please provide dates and qualifications obtained)

PROFESSIONAL AND OTHER QUALIFICATIONS AND TRAINING: (Please provide dates)

PERSONAL STATEMENT (Please read the essential and desirable criteria in the further particulars and explain how you meet them. It would also be useful to know why you are applying for the role.)

NAMES AND CONTACT DETAILS OF TWO REFEREES: *(One of these must be your current or most recent employer)*

1.

TEL:

EMAIL:

2.

TEL:

EMAIL:

Referees will be contacted directly unless you indicate otherwise next to the referee's name above.

OTHER INFORMATION:

Have you been convicted of any criminal offence which is not 'spent' under the Rehabilitation of Offenders Act 1974 or are there any criminal proceedings currently pending against you?

NO YES

If yes, please give details:

Please state where you saw this vacancy advertised:

DECLARATION *(Please read this carefully before signing this application)*

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.
2. Should North Oxford Shared College Services (NOSCS) require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires NOSCS to inform you of its intention and obtain your permission prior to contacting your doctor.
3. I agree that the organisation reserves right the right to require me to undergo a medical examination. In addition, 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.
4. 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 NOSCS any offer of employment may be withdrawn or my employment terminated.

DATE:

SIGNATURE:

Please send your completed application form by email to hr@lmh.ox.ac.uk no later than [DATE]