**Personal Details**

Job Application Form

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| Position applied for: | |
| Where did you see the vacancy advertised? | |
| Full name (including title): | |
| Address (including postcode): | |
| Telephone number: | Day-time contact number: |
| Email address: | |

**Employment History**

Starting with your current/most recent employer, please list details of your employment history (please continue onto a separate sheet if necessary).

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| --- | --- | --- | --- |
| Employer: | Job title: | Start date: | Leaving date: |
| Reason for leaving: | | | |
| Employer: | Job title: | Start date: | Leaving date: |
| Reason for leaving: | | | |
| Employer: | Job title: | Start date: | Leaving date: |
| Reason for leaving: | | | |

**Education and Training**

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| Secondary education provider: | Dates attended: | Qualifications/Grades achieved: |
| Further education provider: | Dates attended: | Qualifications/Grades achieved |
| Please detail below any relevant training, professional qualifications\* or work-related skills (i.e. food hygiene, additional languages, health and safety qualifications etc.): | | |
| Please detail below any current courses of study that you are undertaking, including details of any time off you will require to attend training: | | |
| Please detail below membership of any professional bodies to which you belong, together with your level of membership: | | |

\*The College reserves the right to verify the qualifications of applicants during either the recruitment stage or during the course of any subsequent employment with the College.

**Other Details**

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| What is your current notice period: |
| Is your present post your sole employment?  Yes/No (please delete as appropriate) |
| If you have answered ‘no’ to the above, please list details of all other current employment: |
| Please list below details of any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).  *The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.* |

**Supporting Information**

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| Please use this space to provide details of the reasons why you are applying for the job, together with details of any skills or experience you have which are relevant to role. |

**References**

Please give details of two referees, stating how long you have known them. Please note that the College will not accept relatives to be referees. One referee should be your current or most recent manager.

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| --- | --- |
| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Address: | Address: |
| Email address (essential): | Email address (essential): |
| Telephone number: | Telephone number: |
| Occupation: | Occupation: |
| In what capacity do you know this person? | In what capacity do you know this person? |
| Time known: | Time known: |
| Can we contact this reference before interview?  Yes/No (please delete as appropriate) | Can we contact this reference before interview?  Yes/No (please delete as appropriate) |

**Data Protection & Declaration**

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| --- |
| Information contained on this application form may be processed for the purposes registered by the Employer under the Data Protection Act 1998.  By making an application for employment to Oriel College, you agree that the data provided in your application and any obtained in relation to it, including that from any interviews, supporting documentation or references, will be used by Oriel College to process your application and might also be used to help us with any future applications by you to Oriel College. If your application is successful, the data will be used to administer your personnel/HR record.  You have the right to request a copy of any information we hold about you at any time and to have that information corrected if it is inaccurate. If you wish to exercise your right to view any information you have submitted, please contact [recruitment@oriel.ox.ac.uk](mailto:recruitment@oriel.ox.ac.uk).  Declaration: I confirm that the above information is complete and correct and that any untrue or misleading information will give Oriel College the right to terminate any employment contract offered.  Signed: …………………………………………………………………... Dated: ……………………………………………… |

**Please return your completed application form together with a covering letter and CV if appropriate to: HR Advisor, Oriel College, Oriel Square, Oxford, OX1 4EW or via email to:** [**recruitment@oriel.ox.ac.uk**](mailto:recruitment@oriel.ox.ac.uk)**.**

**Thank you for your interest in working at Oriel College.**