|  |
| --- |
| **For Office use**: 900287  No Ack |

**Somerville College in association with the Faculty of Music**

**Cover Sheet**

This cover sheet must be completed as part of the application for the **Associate Professorship or Professorship in Music** and submitted with all other application materials:

* This cover sheet
* Your full contact details including, email address, full postal address and at least one contact telephone number
* A covering letter or statement explaining how you meet the selection criteria set out in the further particulars
* A full CV and publications list
* Details of **three** referees (see below)
* Please also complete and return an **Equal Opportunities recruitment monitoring form** whichwill assist us with monitoring equal opportunities in recruitment (available from [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/jobs)).The information collected does not form part of the selection process, and will not be circulated to the selection panel.

**Completed applications must be received by the closing date of 12.00 Noon (UK Time) on Wednesday, 28 March 2018**

**Interviews will take place in Oxford on Monday, 14 May 2018**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal details** | | | | |
| Surname: | First name: | | Title: | |
| Email: | | Telephone number(s): | | |
| National insurance number: | | | | |
| Home address: | | | | |
| Correspondence address if different: | | | | |
| **Right to work in the UK** | | | | |
| Do you have documentary evidence of your right to work in the UK? No Yes  See <https://www.gov.uk/check-uk-visa>  (If no, please provide details) | | | | |
| **Academic qualifications** | | | | |
|  | | | | |
| **Present position** | | | | |
|  | | | | |
| **Teaching: please list the following** | | | | |
| (a) subjects on the Oxford syllabus on which you are currently able to give tutorials | | | | |
| **Referees** | | | | |
| Name of first referee: | | Email address: | | |
| Name of second referee: | | Email address: | | |
| Name of third referee: | | Email address: | | |
| References will not accompany your application, and they will not be used in the selection committee’s initial consideration of all the candidates. Nevertheless, you should contact your referees before applying, to ensure they are aware of your application and the requirements for the post, and that they would be content to write a reference for you for this post if asked to do so. In your application, please include for each referee their name, position, relationship to you, postal address, email address and contact telephone number, and whether you give permission for us to contact them. The College and the University will assume that they may approach your referees at any stage unless your application specifies otherwise. Therefore if you would prefer them to be approached only with your specific permission, or only if you are invited for interview, then you must specify this in your application. You should name three referees in your application even if you do not wish them to be contacted yet. | | | | |
|  | | | |
| **Criminal record** | | | |
| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. | | | | |
| Where did you find out about this vacancy? | | | | |
| **Declaration** | | | | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give the Colleges the right to terminate any employment contract offered.  **Signed: ……………………………………………………………….…….. Date: ……………..………………..** | | | | |