

Somerville College

Application for Employment



Private and Confidential

Position applied for	Vacancy reference number
Maintenance Assistant	900308

Title	First Name(s)	Last Name

Contact details	
Email address:	Telephone number:
Home postal address:	

Current postal address and contact details (if different from above – please state dates from and to)	
Email address:	Telephone number:

Right to work in the UK
<p>Are you able to provide current documentary evidence of your right to work in the UK?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please provide details)</p> <p><i>It is a criminal offence for employers to employ someone who is not entitled to work in the UK.</i></p> <p>Applicants must be able to provide proof of their right to work in the UK <u>before employment can commence</u>. We will ask for the relevant information at the appropriate stage in the recruitment process. All appointments are made in accordance with Somerville College's Equality Policy (www.somerville.ox.ac.uk/equality) 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.</p>

National insurance number
<p>Are you able to provide evidence of your National Insurance Number? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, we recommend that you apply for one – see www.gov.uk/apply-national-insurance-number</p>

Driving Licence
<p>Do you have a full, current and valid UK driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/> Expiry Date:</p>

Where did you first see this vacancy advertised? (please select one only)		
Somerville College Website <input type="checkbox"/>	Conference of Colleges Website <input type="checkbox"/>	Email mailing list (please state which) <input type="checkbox"/>
Daily Information <input type="checkbox"/>	Word of mouth <input type="checkbox"/>	Other (i.e. Social Media - state site name) <input type="checkbox"/>

Education history (Use a separate sheet if necessary)	
College, University	Qualifications gained
Schools	Qualifications gained
Other relevant qualifications or training, or membership of professional bodies	

Employment history (use a separate sheet if necessary)			
Dates From & To	Name and address of employer	Job title and description of main duties and responsibilities	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 (use a separate sheet if necessary)

Your statement will be used to assess your application against the selection criteria for the role as published in the further particulars. Please detail how your knowledge, skills and experience meet each of the selection criteria, using examples of skills gained through current or past employment, study, volunteer work or time away from employment. A curriculum vitae may be included but will be considered on its own.

References	
<p>Please give the details of two people who have agreed to provide a reference for you. If you have been employed, your referees should have direct experience of your work through working closely with you for a considerable period. One referee 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. Your referees should not be related to you.</p> <p>Please indicate if you do not want us to contact your referees without your permission until a job offer has been made.</p>	
Name:	Name:
Address:	Address:
Telephone number:	Telephone number:
Email:	Email:
Relationship to you: (e.g. line manager, colleague)	Relationship to you: (e.g. line manager, colleague)
Permission to contact: Y/N	Permission to contact: Y/N

Criminal record
<p>Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. For certain posts employment is dependent upon obtaining satisfactory disclosure from the Disclosure & Barring Service (DBS).</p>

Declaration (please read carefully before signing this application)
<ol style="list-style-type: none"> 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. I agree that the College reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). 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. 3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & 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 the College, any offer of employment may be withdrawn or my employment terminated. 4. I agree that, if requested, I will provide original documentation to evidence any qualifications or licences that I have stated as having obtained above. 5. I understand that, by making an application of employment with Somerville College, the College will use the data I provide for the purposes of processing and considering my application and any subsequent offer of employment in line with UK Data Protection Regulations. Somerville College is committed to protecting the privacy and security of personal data in line with current legislation. Further details about how we process and protect your data can be found on www.some.ox.ac.uk/somerville-college-gdpr-framework
<p>Signed: Date:</p>