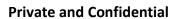
Somerville College

Application for Employment





Position applied for			Vacancy reference number					
Treasury Assistant (Purchase Ledger)				900325				
Title	First Name(s	lame(s)		Last Name				
Home address	Home address							
Email address:			ו	elephone number:				
Current correspondence address (if different)								
Email address:		Telephone number:						
Are you able to provide evidence of your National Insurance Number?								
Yes N			ment is subject to provision of a valid National Insurance Number. ed from you at the appropriate time. To apply visit www.gov.uk					
Are you able to provide current documentary evidence of your right to work in the UK?								
Yes No of right to work in		the UK is required before employment can start. This will be at the appropriate time.						
If yes. please note any restrictions. If no, please provide details								
Criminal record								
Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain cases employment is dependent upon a satisfactory disclosure from the Disclosure & Barring Service (DBS).								
Where did you <u>first</u> see this vacancy advertised? (e.g. Conference of Colleges, Somerville website, jobs.ac.uk)								
Referees								
Please give the details of two referees who have direct experience of working closely with you for a considerable period. At least one should be your line manager in your most recent job. Otherwise, they may be people who know you from recent college, school, or voluntary experience. They should not be related to you. Please state if you do not want us to contact your referees without your permission until a job offer is made. We will contact them by email unless you state otherwise.								
Name:			Name:					
Telephone:			Telephone:					
Email:			Email:					
Permission to contact: Y/N			Permission to contact: Y/N					
Relationship (e.g. ma	nager, colleague	2):	Relationship	(e.g. manager, colleague):				

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Education		e sheet if necessary)			
College, University			Qualifications gained		
Schools			Qualifications gained		
Other rele	vant qualifications or	training, or mem	bership of professional bodies		
Employme	ent history (Use a sepa	arata shoot if noo	occary		
Dates	Name and address of		ption of main duties and responsibilities	Reason for leaving	
From & To	employer	Job title and descri	ption of main duties and responsibilities	Neason for leaving	
Other emp					
Please note any other employment you would continue with if you were to be successful in obtaining this position.					
Notice req	uired in current post				

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Please detail your reasons for applying and demonstrate how your knowledge, skills and experience meet the person specification listed. Continue on a separate sheet if needed. CVs may be included but will not be considered on their own.					
JPC	anied de la la separate sineer il recueur eve may se moladed sar viii not se considered on their evin				
De	eclaration (please read carefully before signing this application)				
	I confirm that to the best of my knowledge, the information I have provided on this form is correct and I accept that providing deliberately false information could result in an offer of employment being withdrawn or dismissal.				
2.	I agree that the College reserves the right to require me to undergo a medical examination. (Should we require further information with a view to obtaining a medical report, the law requires us to obtain your permission prior to contacting your doctor). I agree that this information will be retained in my file during employment and for up to six years thereafter and understand that information will be held and processed in accordance with relevant data protection legislation.				
3.	I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service for a 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.	If requested, I will provide original documentation to evidence qualifications/licences that I have stated as having obtained.				
	I consent to the College using the data I provide for the purposes of processing and considering my application and any				
	subsequent offer of employment, in line with current data protection regulations. I understand that I can withdraw consent at any time, but this may affect the ability of Somerville to continue to process my application. Somerville is committed to protecting the privacy and security of personal data some.ox.ac.uk/somerville-college-gdpr-framework				

Supporting statement - This will be used to assess the strength of your application during the shortlisting process.

Appointments are made in accordance with Somerville College's Equality Policy and we welcome applications from a wide range of candidates. The College undertakes not to discriminate unlawfully against any applicant on the basis of any information revealed.

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Signed: