



**Application for
Housekeeping Assistant – Temporary Summer
Ref 900505**

| Title | First Name(s) | Last Name |
|-------|---------------|-----------|
| | | |

Address

Email address:

Telephone number:

| Do you have a National Insurance Number? | Do you have the right to work in the UK? |
|--|--|
| <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please provide details)</p> |

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).

Referees

Please give the details of two referees who have direct experience of working closely with you for a considerable period. They should not be related to you. **Please let us know if you do not want us to contact your referee until an offer has been made. Otherwise we will assume that we are free to contact them at any stage.**

| | |
|--|--|
| Name: | Name: |
| Telephone: | Telephone: |
| Email: | Email: |
| Can we contact them now? Yes/No | Can we contact them now? Yes/No |
| How do they know you? (e.g. manager, colleague): | How do they know you? (e.g. manager, colleague): |

Education

| School, College, University | Qualifications |
|-----------------------------|----------------|
| | |

Are you able to communicate in English and understand written and verbal instructions?

| | |
|--|---|
| <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please provide details)</p> | <p>Please note that we provide English lessons for our Housekeeping Assistants but you will need a basic level of English on joining.</p> |
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Employment history (Use a separate sheet if necessary)

| Date From/To | Name and location of employer | Job title and main duties | Reason for leaving |
|--------------|-------------------------------|---------------------------|--------------------|
| | | | |
| | | | |

Please give details of any other jobs you would continue to have while working at Somerville

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If successful, when would you be able to start? (day/month/year)

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Please give details of your cleaning / housekeeping experience or any other experience that you think would be helpful for the post of Housekeeping Assistant at Somerville College

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Declaration (please read 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. I agree that the College reserves the right to require me to undergo a medical assessment via the University's Occupational Health service.
3. I agree that, if requested, I will provide documentation to evidence any qualifications I have stated as having obtained.
4. By making an application of employment with Somerville College 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 the General Data Protection Regulations. I understand that I can withdraw consent at any time, but this may affect the ability of Somerville College to continue to process my application. Somerville College is committed to protecting the privacy and security of personal data in line with current legislation. Further details can be found on www.somerville.ox.ac.uk/somerville-college-gdpr-framework

Signed:

Date:

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.