

Somerville College

Application for Employment



Private and Confidential

Position applied for		Vacancy reference number
Academic Office Administrator – fixed-term		900508
Title	First Name(s)	Last Name

Home address	
<p>Email address: _____ Telephone number: _____</p>	
Current correspondence address (if different)	
<p>Email address: _____ Telephone number: _____</p>	

National insurance number
Any offer of employment is subject to provision of a valid National Insurance Number.
Are you able to provide evidence of your National Insurance Number? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>(You will be sent a request for the relevant information at the appropriate point in the selection process.)</i>
If no, we recommend that you apply for one – see https://www.gov.uk/apply-national-insurance-number

Right to work in the UK
Are you able to provide current documentary evidence of your right to work in the UK?
Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please provide details)

Am I eligible to apply to work for Somerville College?

All appointments are made in accordance with Somerville College's Equality Policy 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. It is a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

Where did you <u>first</u> 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 one) <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)	
Schools	Qualifications gained
College, University	Qualifications gained
Other relevant qualifications or training, or membership of professional bodies	

Other employment
Please note any other employment you would continue with if you were to be successful in obtaining this position.

Dates From & To	Name and address of employer	Job title and description of main duties and responsibilities	Reason for leaving

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Notice required in current post

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References

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them 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. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'work colleague', 'college tutor'). Your referees should not be related to you. **Please indicate if you do not want us to contact your referees without your permission until a job offer has been made.**

Name:

Name:

Address:

Address:

Telephone number:

Telephone number:

Email:

Email:

Permission to contact: Y/N

Permission to contact: Y/N

Criminal record

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure & Barring Service (DBS).

Supporting statement

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experience meet the requirements of this role as detailed in the person specification, and continue on a separate sheet if necessary. A curriculum vitae may be attached with your application but these will be considered on their own. **Please note that supporting statements will be used to assess the strength of your application during the shortlisting process.**

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 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. 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 about how we process and protect your data can be found on www.somerville-ox.ac.uk/somerville-college-gdpr-framework

Signed:

Date: