

# Somerville College Application for Employment

Private and Confidential



Position applied for		Vacancy reference number
College Accountant		900520
Title	First Name(s)	Last Name

<b>Contact details</b>	
Home address:	
Email:	Phone:

Are you able to provide evidence of your National Insurance Number?	Are you able to provide current documentary evidence of your right to work in the UK?
Y/N	Y/N

<b>Criminal record</b>
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).

<b>Where did you <u>first</u> see this vacancy advertised?</b> (e.g. Conference of Colleges, Somerville website, jobs.ac.uk)

<b>Referees</b>			
Please provide details of referees who have direct experience of working closely with you. One should be your line manager in your most recent job.			
Name:		Name:	
Email:	Phone:	Email:	Phone:
Permission to contact: Y/N		Permission to contact: Y/N	
Relationship (e.g., manager, colleague):		Relationship (e.g., manager, colleague):	

<b>Education history</b>	
University/College/School Name	Qualifications gained

<b>Other relevant qualifications or training, or membership of professional bodies</b>

**Employment history** (Please detail your **current/most recent** employment and include a full CV with your application material)

Dates from & to	Employer name	Job title and details of main duties and responsibilities	Reason for leaving

**Notice required in current post**

**Covering letter** - This will be used to assess the strength of your application during the shortlisting process.

*Please provide a covering letter, addressed to Mr Andrew Parker, Treasurer and Domestic Bursar outlining how your experience and skills match the selection criteria for the post.*

*Please include this and a CV as a separate Word or PDF attachment with this application form.*

**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 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. 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 can be found on [www.somerville.ox.ac.uk/somerville-college-gdpr-framework](http://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.*