|  |  |
| --- | --- |
| Post applied for |  |
| First name(s) |  |
| Family name |  |
| Address |  |
| Telephone number |  |
| Email address |  |

**EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
|  | **ST CATHERINE’S COLLEGE APPLICATION FORM** |

|  |  |
| --- | --- |
| 1. Employer’s name |  |
| Employer’s address |  |
| Your job title |  |
| Your salary |  |
| Brief description of your duties |  |
| Date you started job |  |
| Date you finished job |  |
| Reason for leaving |  |
|  | |
| 1. Employer’s name |  |
| Employer’s address |  |
| Your job title |  |
| Brief description of your duties |  |
| Date you started job |  |
| Date you finished job |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| 1. Employer’s name |  |
| Employer’s address |  |
| Your job title |  |
| Brief description of your duties |  |
| Date you started job |  |
| Date you finished job |  |
| Reason for leaving |  |
|  | |

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| Name of school/ college/university | Qualifications gained | Pass/Grade |
|  |  |  |
| Other relevant training courses undertaken | | |
|  | | |

**ADDITIONAL INFORMATION**

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 experiences meet the requirements of this role (as summarised in the person specification). **You may attach a separate cover letter instead, if preferred.**

|  |
| --- |
|  |

**REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| Please note here the names and addresses of two persons from whom the company may obtain both character and work experience references. **Please be aware that we may contact your referees at any time during the application process unless you specifically request us not to.** | | | |
| Name: | | Name: | |
| Address: |  | Address: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| If applicable, position held: |  | If applicable, position held: |  |
| Company: |  | Company: |  |
| May we contact this referee now? | Yes / No | May we contact this referee now? | Yes / No |

**OTHER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you any unspent criminal convictions to declare in line with the Rehabilitation of Offenders Act 1974? If yes please specify what these are on a separate sheet. | | | | Yes / No | |
| Do you have current and valid permission to be in the United Kingdom and to do the type of work offered? (All candidates shortlisted for interview will be required to show the college appropriate documentation e.g. passport, birth certificate, Home Office documentation etc.) | | | | Yes / No | |
| Are you related to a Fellow or any employee of St Catherine’s College? | | | | Yes / No | |
| Where did you see this position advertised? | | | |  | |
|  | Local press |  | *Oxford Gazette* | | |
|  | National press |  | [www.jobs.ac.uk](http://www.jobs.ac.uk) | | |
|  | St Catherine’s College website |  | www.indeed.co.uk | | |
|  | Other (please specify): | | | | |
| Certain posts, identified in the vacancy details, may be subject to declarations and checks in connection with the Rehabilitation of Offenders Act or other legislation designed to protect certain vulnerable groups within society. | | | | |
| You are advised that at no stage in the selection process before the receipt of a written offer of employment should applicants consider that an appointment or promise of an appointment been made by the College. You should not give notice to your current employer until a written offer has been made.  In the event that you receive an offer of employment from the College, all such offers will only be made subject to the receipt of satisfactory references from all the referees listed on your application. In the event of an offer being made, the College will contact all your referees directly and ask them to complete a questionnaire, which will focus predominantly on the core competences required by the job. The College reserves the right to contact the individual supplying the reference directly and ask them to supply supplementary information, if necessary. By submitting an application you signify your consent to the College contacting referees in this manner.  In all cases the College reserves the right to withdraw an offer of employment if the information that it receives in reference form is either insufficient, or is such as to cause doubts as to the applicant’s suitability for the role.  The College also reserves the right to contact any previous employers (whether they are referees or not) in order to seek verification of any courses or qualifications that are listed in your application. If it subsequently emerges that false or misleading information has been provided in your application, the College reserves the right to withdraw any offer of employment, and/or terminate any employment that has commenced. | | | | |

**DECLARATION (Please read this carefully before signing this application)**

To the best of my knowledge the answers given to the questions and all statements made both on this form and within all other documents associated with this employment application are true and accurate. I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.

The College will use your personal data for the purpose of personnel administration and any legitimate issues relating to your application to the College. In doing so, the College will observe at all times, the data protection principles embodied in the Data Protection Act. Please see the privacy notice on the College website for details on the types of data and special categories of data that we hold.

If you are submitting an application email then in the absence of this signature you should note that the emailing of this application constitutes your personal certification that the details in this Application Form, and all supporting material, are correct.

Signature: Date:

Please return this form – electronically or by post – [to](mailto:to_personnel@stcatz.ox.ac.uk) personnel@stcatz.ox.ac.uk, or to the Personnel Office, St Catherine’s College, Manor Road, Oxford OX1 3UJ.