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| APPLICATION FOR EMPLOYMENT |
| POSITION APPLIED FOR: Please complete in full. Incomplete or late applications will not be accepted |
|  **Surname** | **Forename(s)** | **Title** |
| **Address:**   **Postcode Telephone** **number:** |
| **NI No.**  | **Email Address:-**  |
| **Current driving licence? Yes/No** | **Details of driving****Endorsements:** |
|  **Are you a citizen of the UK or the European Union? Yes  No ** **If ‘No’ do you have a visa to work in UK? Yes  No **  |

EDUCATION HISTORY

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| **Schools / Colleges /Universities Qualifications gained** |
| **Other training** |

EMPLOYMENT HISTORY(Please complete in full and use a separate sheet if necessary)

**Are you currently employed? Yes  No **

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| --- | --- | --- | --- | --- |
| DATES OF EMPLOYMENT | NAME AND ADDRESSOF EMPLOYER | JOB TITLE AND DUTIES | FINAL SALARY | REASON FOR LEAVING |
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| **Notice period required in your current post:** |

OTHER EMPLOYMENT

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| Please record any other employment (paid or unpaid) that you would like to continue, whilst working at Jesus College, if you were to be successful in obtaining this position. |

GENERAL COMMENTS

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| The information you provide in this section will be used when shortlisting your application for interview. It is very important that you provide as much information as possible to clearly show how you meet the essential and desirable requirements, detailed in the Further Particulars. |

REFERENCES

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| Applicants must provide details of two referees, one must be your current or most recent employer and the other should be a previous employer. Where possible the two referees should be from separate organisations or employers. **Please be aware that we may contact your referees at any time during the application process unless you specifically request us not to do so.**  |
| **Name: …………………………………………………………………………****Address: …………………………………………………………………………****Telephone: ………………………………………………………………………..****Email: …………………………………………………………………………** **Position Held:** **…………………………………………………………………..****Company: ………………………………………………………………………….** | **Name: ……………………………………………………………………………****Address: ……………………………………………………………………………****Telephone: ………………………………………………………………………..****Email: ……………………………………………………………………………** **Position Held: …………………………………………………………………..****Company: …………………………………………………………………………..** |

REHABILITATION OF OFFENDERS ACT 1974

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| Have you ever been convicted of a criminal offence? Yes  No If yes, please provide details: |

DECLARATION (Please read this carefully before signing this application)

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| 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 organisation 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 General Data Protection Regulation 2018.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.
4. I have read the College Privacy Policy [Privacy policy - Jesus College (ox.ac.uk)](https://www.jesus.ox.ac.uk/privacy-policy/) and understand that my data will be processed in accordance with this policy.

Signed: ………………………………………………….. Date: ……………………………………….. |
| Please can you state where you saw the advert / how you learnt about this vacancy:  |