

PRIVATE AND CONFIDENTIAL
APPLICATION FOR EMPLOYMENT

COMPLETING THIS APPLICATION

Please complete this form clearly. All sections should be completed in detail. CVs will be accepted, but only if submitted with a completed application form. The applicant declaration must be signed and dated for your application to be processed. Please return completed application forms to: vacancies@wadham.ox.ac.uk or the HR Department, Wadham College, Parks Road, Oxford, OX1 3PN.

Position applied for:	
Where did you hear about the vacancy?	
Have you previously worked for Wadham College?	Yes / No Position: Dates worked:
When would you be available to start?	

PERSONAL DETAILS

Title:	Forename(s):
Surname:	
Address:	
Postcode:	
Email address:	
Home telephone number:	
Mobile number:	
National Insurance Number:	
Do you have a current full clean UK driving licence? Yes / No	Expiry date:
Are you legally eligible for employment in the UK? Yes / No	
Do you have proof of eligibility to work in the UK? Yes / No	
Please give details of any other employment you would continue with if you were to be successful in obtaining this position:	
Please provide details of any restrictions (restrictive covenants) from your current/previous employer that will affect your ability to work for the College:	
Please provide details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.). In certain circumstances employment is dependent upon obtaining a satisfactory report from the Disclosure and Barring Service (DBS). The College does not discriminate unfairly against applicants who might have a criminal history.	

EMPLOYMENT HISTORY

Please provide details of your employment, beginning with the most recent. Please complete in full and use a separate sheet if necessary

Name and address of employer	Employment dates (month & year)	Job Title	Rate of pay	Reason for leaving
	From: To:			

Describe the work you did and key skills

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Describe the work you did and key skills

QUALIFICATIONS AND TRAINING

Please provide details of your qualifications beginning with your most recent.

Qualification	Subject	Academic establishment (e.g. school, college, university)
Details of any other relevant training, professional qualifications or work related skills (for example computer skills, languages, health & safety etc.)		

EXPERIENCES, SKILLS AND INTERESTS

Please detail here your reasons for this application, your main achievements to date and how your knowledge, skills and experiences meet the requirements of this role. We are happy to consider evidence of transferable skills or experience gained outside the context of paid employment or education. Please use a separate sheet if necessary.

REFERENCES

Please provide names, addresses and occupations of two referees whom we may approach with regard to your application. Preferably both should be a line manager or someone with supervisor responsibilities from your recent or last employers.

Referee 1:

Can we contact before interview? Yes / No	
Forename(s):	Surname:
Occupation:	Company Name:
Capacity in which known:	
Address:	
Postcode:	
Tel:	E-mail:

Referee 2:

Can we contact before interview? Yes / No	
Forename(s):	Surname:
Occupation:	Company Name:
Capacity in which known:	
Address:	
Postcode:	
Tel:	E-mail:

DECLARATION

Please read the details below carefully before you sign the 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. By making an application for employment to Wadham College, you agree that the data provided in your application and any obtained in relation to it, including that from any interviews, supporting documentation or references, will be used by Wadham College to process your application and might also be used to help us with any future applications by you to Wadham College. If your application is successful, the data will be used to administer your personnel/HR record.
3. We will treat your personal data as being confidential and will comply with all applicable UK Data Protection legislation in respect of it. Please refer to the Privacy Notice for Job Applicants, which is available from the Wadham College website <https://www.wadham.ox.ac.uk/governance/wadham-college-gdpr-framework> or vacancies@wadham.ox.ac.uk.
4. You have the right to request a copy of any information we hold about you at any time and to have that information corrected if it is inaccurate. If you wish to exercise your right to view any information you have submitted, please contact vacancies@wadham.ox.ac.uk.
5. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service (DBS) 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.

Signed: **Date:**