

## NOTES FOR UNIVERSITY LECTURERSHIP CANDIDATES



We are delighted that you wish to apply for a post with the University of Oxford. Please read this information carefully before submitting your application.

### How to apply

Applications for this post must include all of the following:

- your *curriculum vitae* (CV)
- a letter explaining how you meet the requirements of this post (these are described in the further particulars)
- completed personal details and equal opportunities monitoring forms (attached).

**Application cover sheets sent separately from the other required documentation will not be accepted.**

Please send all of the above documents together.

You should ensure that your CV describes what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependent, travel, or for any other reason. Your application will be judged solely on the basis of how your skills and experience match the requirements of the post, and we are happy to consider transferable skills or experience which you may have gained outside the context of paid employment or education.

Please send your CV, covering letter and the completed forms to:

The Administrator  
Oxford Department of International Development  
University of Oxford  
3 Mansfield Road  
Oxford  
OX1 3TB  
Fax: 01865 281801  
Email: [recruitment@qeh.ox.ac.uk](mailto:recruitment@qeh.ox.ac.uk)

### Where can I download the form?

<http://www.qeh.ox.ac.uk/vacancies>

### How will the information on the forms be used?

The information collected on the equal opportunities recruitment monitoring form does **not** form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the University's equal opportunities policy.

Your CV, covering letter, and personal details form will be circulated to the selection panel. They will use this information to assess your suitability for the post against the selection criteria. If appointed, your application will be retained on your confidential staff file. If you are unsuccessful, your application will be retained for six months and then disposed of securely.

At all times the information will be held securely in accordance with the terms of the Data Protection Act 1998.

## **Am I eligible to apply to work for the University?**

All appointments are made in accordance with the University of Oxford Equal Opportunities Policy and Code of Practice and applications are welcomed from a wide range of candidates. The University undertakes not to discriminate unlawfully against any applicant on the basis of any information revealed.

The Immigration, Asylum and Nationality Act 2006 makes it 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.

Applicants who would need a work visa if appointed to the post are asked to note that under the UK's new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in basic English, *or* coming from a majority English-speaking country, *or* having taken a degree taught in English)

*and*

(ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment.

Further information is available at:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility/>

## **Will I be asked to provide any other information?**

Employment with the University is conditional upon satisfying the following requirements:

- proof of identity - in the form of a passport, birth certificate, or other acceptable document;
- proof of address - in the form of a recent utility bill or bank statement;
- proof that you are entitled to work in the UK;
- proof of any qualifications required for this post - in the form of certificates or transcripts.

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.

In addition, if you are selected for this post:

- your medical fitness to undertake the duties of the post will be assessed by the University's Occupational Health Service;
- we will take up references to ensure your suitability for appointment.

Employment with the University is also subject to satisfactory completion of a probationary period.

## **References**

Please give the details of three 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.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; your attendance during the last 12 months; and of any disciplinary processes which are still considered live. We will assume that we may approach them at any stage unless you tell us otherwise. If you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example, if you are called to interview) you must state this explicitly alongside the details of the relevant referee(s).



Please complete this form and attach a full *curriculum vitae* and application letter explaining why you are applying for this position and how you meet the selection criteria outlined in the further particulars.

<b>Post applied for:</b>	<b>Ref. No.</b>
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<b>Personal Details</b>	
Title	Family name
Other names	
Current address	
Daytime ☎	Mobile ☎
Email	

<b>Membership of professional bodies</b>

<b>Previous university service</b>	
Have you ever worked for the University of Oxford?	YES/NO
If YES, please give dates and reasons for leaving (including OMIS)	

<b>Fair recruitment</b>	
To ensure a fair recruitment process, please state whether you know, or are related to, any member of the University who could be involved in selection decision for this post or who is other wise closely associated with this post	YES/NO
If YES, please give details	

<b>Encouraging access</b>	
Please indicate if you need any particular arrangements to be made, or support provided, if invited for interview <sup>1</sup>	

<b>Working in the UK</b>	
Do you currently have the right to work in the UK?	YES/NO
If YES, please note any conditions attached, for example time limitations	

<b>Previous employment matters</b>	
Has your current or previous employer instigated disciplinary proceedings against you which have resulted in a warning or other disciplinary action which is still 'live'? <sup>2</sup>	YES/NO
If YES, please give details, including any pending proceedings.	

<b>Criminal records checks</b>	
<b>Declaring an unspent criminal conviction.</b> The University will not necessarily bar an applicant from employment because of an unspent criminal conviction; the nature of the conviction and its relevance to the post will be considered.	
Do you have any unspent criminal convictions, bind-overs, cautions, warnings or reprimands?	YES/NO
Are there any criminal proceedings currently pending against you?	YES/NO
If YES, please supply the following details in a sealed envelope marked 'strictly confidential' to Julia Knight, Administrator: nature of offence(s), date of conviction(s), penalty. This information will be held on a strictly confidential basis, in compliance with the Data Protection Act and only discussed with the selection panel where it is relevant to the post for which you have applied.	

To help us with future recruitment please indicate how you found out about this vacancy?	
University web site <input type="checkbox"/>	jobs.ac.uk <input type="checkbox"/>
Other (please specify)	

<sup>1</sup> If you would like information about declaring a disability please see guidance at [http://www.direct.gov.uk/en/DisabledPeople/Employmentsupport/LookingForWork/DG\\_4000219](http://www.direct.gov.uk/en/DisabledPeople/Employmentsupport/LookingForWork/DG_4000219)

<sup>2</sup> Disciplinary action which is still 'live' includes warnings which have not expired or disciplinary processes which are still in progress. You should include any courts-martial outcomes.

<b>References</b> <i>(Please see "Notes for Candidates")</i>	
<b>Referee 1</b>	
Name	
Job title	
Address	
Email	
Daytime ☎	Mobile ☎
In what capacity has this person known you and for how long?	
May we contact this referee at any time during the recruitment process?	YES/NO
Is this referee able to provide details about your last employment?	YES/NO

<b>Referee 2</b>	
Name	
Address	
Email	
Daytime ☎	Mobile ☎
In what capacity has this person known you and for how long?	
May we contact this referee at any time during the recruitment process?	YES/NO
Is this referee able to provide details about your last employment?	YES/NO

<b>Referee 3</b>	
Name	
Address	
Email	
Daytime ☎	Mobile ☎
In what capacity has this person known you and for how long?	
May we contact this referee at any time during the recruitment process?	YES/NO
Is this referee able to provide details about your last employment?	YES/NO

**ALL APPLICANTS MUST SIGN THE DECLARATION BELOW**

**Declaration:** The information provided in this application form and any supporting documentation is true and complete. I understand that any offer of employment may be conditional upon satisfactory screening. I agree that any deliberate omission, falsification, or misrepresentation in the application form or supporting documentation will be grounds for rejecting this application or subsequent dismissal if employed by the University. This also applies to any medical questionnaire/forms I may complete.

I agree to the above declaration.

I consent to the information given in this application form and accompanying supplements being stored and processed in accordance with the Data Protection Act 1998.

*Signed:*..... *Date* .....

**UNIVERSITY OF OXFORD RECRUITMENT MONITORING**

The policy and practice of the University of Oxford require that entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her gender, marital or civil partnership status, sexual orientation, religion or belief, racial group, age or disability. In all cases, ability to perform the job will be the primary consideration.

Any information given on this monitoring form will be used **only** to support the diversity and equal opportunities policy and in accordance with the principles of the Data Protection Act 1998, and to provide annual statutory returns to the Higher Education Statistics Agency. The information will be entered on a computer in the University Offices and will be kept strictly confidential and separate from your name. **It is not part of the selection process and will not be seen by any member of the selection panel.** The information you give will be retained only for statistical purposes and will not be linked to your name.

*Please complete this form if you are applying for a post, or have agreed to be considered for a post. Completion is voluntary. Please answer the questions by ticking the appropriate box.*

1. Are you:  Female  Male
2. Do you have a disability? (If yes, please answer question 3.)  Yes  No  Decline to specify
3. Please tick one or more boxes to describe your disability:
 

1: <input type="checkbox"/> Dyslexia/specific learning difficulty	5: <input type="checkbox"/> Asperger's syndrome
2: <input type="checkbox"/> Blind/visual impairment	6: <input type="checkbox"/> Mental Health difficulties
3: <input type="checkbox"/> Deaf/hearing impairment	7: <input type="checkbox"/> Unseen disability (e.g. diabetes)
4: <input type="checkbox"/> Wheelchair/mobility impairment	8: <input type="checkbox"/> Other (please describe).....
4. Nationality: 1:  UK 2:  Other EC 3:  Other  
*Please specify:.....*
5. How long have you lived in the UK? (please tick one box only)
 

1: <input type="checkbox"/> I do not currently live in the UK
2: <input type="checkbox"/> I have always lived in the UK
3: <input type="checkbox"/> < 1 year    4: <input type="checkbox"/> 1-4 years    5: <input type="checkbox"/> 5-10 years    6: <input type="checkbox"/> 11-20 years    7: <input type="checkbox"/> 21+ years
6. Age: (please tick appropriate box)
 

1: <input type="checkbox"/> 18-25	2: <input type="checkbox"/> 26-30	3: <input type="checkbox"/> 31-35	4: <input type="checkbox"/> 36-40	5: <input type="checkbox"/> 41-45	6: <input type="checkbox"/> 46-50	7: <input type="checkbox"/> 51-55	8: <input type="checkbox"/> 56+
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7. Please describe your ethnic origin: (please tick one box only)

(Ethnic origin questions are not about nationality, place of birth, or citizenship. They are about colour and ethnic group. Citizens of any country may belong to any of the groups indicated. The ethnic origin categories used here are based on the 2001 census of the population and are those required by the Higher Education Statistics Agency.)

**White**

- 101:  British  
 102:  Irish  
 103:  Any other White background

*Please specify*

.....

**Black or Black British**

- 201:  Caribbean  
 202:  African  
 203:  Any other Black background

*Please specify*

.....

**Chinese**

- 401:  Chinese

**Mixed**

- 501:  White and Black Caribbean  
 502:  White and Black African  
 503:  White and Asian  
 504:  Any other mixed background

*Please specify*

.....

**Asian or Asian British**

- 301:  Indian  
 302:  Pakistani  
 303:  Bangladeshi  
 304:  Any other Asian background

*Please specify*

.....

**Other ethnic group**

- 402:  Any other  
*Please specify*  
 .....  
 601:  Decline to specify

**Thank you for completing this form. Please return it with your application. It will not be seen by any member of the selection panel.**