

# Somerville College

## Application for Employment



### Private and Confidential

<b>Position applied for</b>		<b>Vacancy reference number</b>
Director of Global Engagement - Global Ocean Commission		900128
<b>Title</b>	<b>Forename(s)</b>	<b>Surname</b>

<b>Home address</b>	
<p>Email address: _____ Telephone number: _____</p>	
<b>Current residential address (if different)</b>	
<p>Email address: _____ Telephone number: _____</p>	

<b>National insurance number</b>

<b>Right to work in the UK</b>
<p>Are there any restrictions on you taking up employment in the UK? <span style="float: right;">No <input type="checkbox"/></span> <span style="float: right;">Yes <input type="checkbox"/></span>          (If yes, please provide details)</p>

### Am I eligible to apply to work for Somerville College?

All appointments are made in accordance with Somerville College’s Integrated Equality & Diversity Policy and applications are welcomed from a wide range of candidates. The College 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.**

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.

<b>Current driving licence held</b>	<b>Where did you see this vacancy advertised?</b>
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Yes / No	Expiry:	<ol style="list-style-type: none"><li>1. Somerville College website</li><li>2. University of Oxford website</li><li>3. Jobs.ac.uk</li><li>4. Other</li></ol>
Endorsements:		

**Education history (Use a separate sheet if necessary)****Schools****Qualifications gained**

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**College, University****Qualifications gained**

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**Other relevant qualifications or training, or membership of professional bodies**

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**Other employment**

Please note any other employment you would continue with if you were to be successful in obtaining this position.

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**Employment history**

List in chronological order starting with your current or most recent employer, and use a separate sheet if necessary

Dates from and to	Name and address of employer	Job title and description of main duties and responsibilities	Salary on leaving	Reason for leaving

**Employment history (continued)**

Dates from and to	Name and address of employer	Job title and description of main duties and responsibilities	Salary on leaving	Reason for leaving

**Notice required in current post**

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**References**

Please give the details of two 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.

Name:	Name:
Email:	Email:
Telephone number:	Telephone number:
Relationship to you:	Relationship to you:
Postal address:	Postal address:

**Leisure activities**

Please note here your leisure interests, sports and hobbies, or other pastimes

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**Criminal record**

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

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### Personal supporting statement

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), and continue on a separate sheet if necessary.

### 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 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 Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office 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:** .....

*Applicants submitting application forms by email will be asked to sign their form in person if selected for interview.*