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| **Post applied for:** | **Ref. No.** |

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| **Personal Details** |
| Title | Family name |
| Other names |
| Current address |
| Daytime 🕿 | Mobile🕿 |
| Email |

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| **Education, technical and professional qualifications** |
| Qualification and grade | School/college name or professional body | Dates |
|  |  |  |
|  |
| **Training***Please list any training courses you have attended which would be relevant to this post.* |
| Course | Dates |
|  |  |
|  |  |
|  |  |

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| **Employment history***Please list in chronological order, starting with your current, or most recent employer* |
| Name & address of employer |
| Job title |
| Dates of employment |
| Main duties and responsibilities |
| Current salary/salary on leaving | £ per month/year |
| Notice period / when would you be available to start work? |
| Reason for leaving / seeking alternative position |

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| **Previous employment***Please continue on a separate sheet if necessary* |
| 1. Name & address of employer |
| Job title |
| Dates of employment |
| Main duties and responsibilities |
| Reason for leaving |

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| 2. Name & address of employer |
| Job title |
| Dates of employment |
| Main duties and responsibilities |
| Reason for leaving |

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| Please give details of any periods spent outside paid employment in the last 10 years. NB: we recognise that a range of experience is potentially relevant to the post for which you are applying and need not have been gained through paid employment |
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| **Previous university service** |
| Have you ever worked for the University of Oxford or St Peter’s College | YES/NO |
| If YES, please give dates and reasons for leaving |

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| **Fair recruitment** |
| To ensure a fair recruitment process, please state whether you know, or are related to, any member of the college who could be involved in selection decisions for this post or is otherwise closely associated with this post | YES/NO |
| If YES, please give details  |
| **Encouraging access** |
| Please indicate if you need any particular arrangements to be made, or support provided, if invited for interview |

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

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| **Criminal records checks** |
| **Declaring an unspent criminal conviction.** The College 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 The Human Resources Manager, 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. |

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| To help us with future recruitment please indicate how you found out about this vacancy |
| College website 🞏 University Website Daily Info  Other (please specify)  |

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| **Supporting Statement.** *Please read the further particulars for the post before completing this section: these will describe the sort of skills, experience, knowledge, or abilities which are required. Your skills and experience may have been gained though paid employment, voluntary/community work, domestic responsibilities, spare-time activities, and training. Please describe how you meet the selection criteria, and explain why you wish to apply for this job.* |

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| **References**  |
| **Referee 1** |
| Name |
| Job title |
| AddressEmail |
| Daytime 🕿 | Mobile🕿 |
| In what capacity has this person known you and for how long? |
| May we contact this referee at any time? | YES/NO |
| Is this referee able to provide details about your last employment? | YES/NO |

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| **Referee 2** |
| Name |
| AddressEmail |
| Daytime 🕿 | Mobile🕿 |
| In what capacity has this person known you and for how long? |
| May we contact this referee at any time? | 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 St Peter’s College.

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 …………………………….*

|  |  |  |  |  |  |  |  |  |
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| Reference: |  |  |  |  |  |  |  |  |

**EQUAL OPPORTUNITIES APPLICANT MONITORING FORM CONFIDENTIAL**

This form is available in an alternative format, if required please contact the HR Manager.

*Please complete this form if you are applying for a position at St Peter’s College, Oxford*

The Equality Act 2010 brings together and extends existing equality legislation. The Act introduces protected characteristics in relation to which discrimination is unlawful. The protected characteristics under the Act are:

|  |  |
| --- | --- |
| * age
 | * race
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| * disability
 | * religion or belief (including lack of belief)
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| * gender reassignment
 | * sex
 |
| * marriage and civil partnership
 | * sexual orientation
 |
| * pregnancy and maternity
 |  |

Higher education institutions have a duty to have effective arrangements for the collection and analysis of data for equality monitoring purposes. Any information given will be used ***only*** to support the College’s diversity and equal opportunities policy and in accordance with the principles of the Data Protection Act 1998. The information will be entered on a computer in St Peter’s College and will be kept strictly confidential and separate from your name and your application. **It is not part of the selection process.** The information you give will be retained only for statistical purposes and is anonymous. The reference at the top of the page is the date the job advert closed, so that we know the year and month the data was collected in, which assists with analysis.

The policy and practice of St Peter’s College require that entry into employment with the College 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 any of the above protected characteristics. In all cases, ability to perform the job will be the primary consideration.

*Please answer the questions by completing or ticking the appropriate box.*

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|  |
| **Sex** | Male: |  | Female: |  |  |  |  |
|  |
|  **Age** |
|  |    | Under 18 |  |    | 18-25 |  |    | 26-30 |  |    | 31-35 |  |    | 36-40 |  |    | 41-45 |  |    | 46-50 |  |    | 51-55 |  |  |  56-60 |
|  |
|  |  | 61-65 |  |  | 66-70 |  |  | 71 + |  | Prefer not to say |  |
|  |
| **Marriage and Civil Partnership** |  |  |  |  |  |  |
| 1. | Are you married? |  | Yes |  | No |  | Prefer not to say |
|  |
| 2. | Are you in a civil partnership? |  | Yes |  | No |  | Prefer not to say |
|  |  |  |  |  |  |  |  |
| **Disability** |  |  |  |  |  |  |
| 3. | Do you have a disability or long term medical condition? i.e. a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. |
|  |  | Yes, please complete Q4. |  |  | No known disability |  |  | Prefer not to say |
|  |  |
| 4. |  Please tick one or more boxes: *The definitions of disability are those of the Higher Education Statistic Agency* |
| *4.1:* |  | Two or more impairments and/or disabling medical conditions | *4.6:* |  | A mental health condition, such as depression, schizophrenia or anxiety disorder |
|  |  |
| *4.2:* |  | A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D | *4.7:* |  | A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches |
|  |  |
| *4.3:* |  | General learning disability (such as Down’s syndrome) | *4.8:* |  | Deaf or serious hearing impairment |
| *4.4:* |  | A social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder | *4.9:* |  | Blind or a serious visual impairment uncorrected by glasses |
|  |  |
| *4.5:* |  | A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy | *4.10:* |  | A disability, impairment or medical condition not listed above. Please state: ……………………………………… |
|  |  |
|  |  |  *4.11:* |  | Prefer not to say |
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| **Ethnic Origin** |
| 5. | Please describe your ethnic origin: *(please tick one box only)* |
|  | *The ethnic origin definitions are those of the Higher Education Statistic Agency.* |
| **White** | **Black or Black British** | **Asian or Asian British** |
| *5.1:* |  | White | *5.5:* |  | Black or Black British -Caribbean | *5.8:* |  | Asian or Asian British - Indian |
|  | *5.6:* |  | Black or Black British - African | *5.9:* |  | Asian or Asian British - Pakistani |
| ***Gypsy or Traveller*** | *5.7:* |  | Other Black Background | *5.10:* |  | Asian or Asian British-Bangladeshi |
| *5.2:* |  | Gypsy or Irish Traveller |  | *please specify:………………………..* | *5.11:* |  | Chinese |
|  |  | *5.12:* |  | Other Asian Background |
|  |  |  | *please specify:……………………* |
| **Arab** | **Mixed** | **Other Ethnic Group** |
| *5.13:* |  | Arab | *5.14:* |  | White and Black Caribbean | *5.18:* |  | Any other |
|  | *5.15:* |  | White and Black African |  |  *please specify ………………………* |
|  | *5.16:* |  | White and Asian |  |  |
|  | *5.17:* |  | Other Mixed Background | *5.19:* |  | Prefer not to say |
|  |  | *please specify:…………………* |  |
|  |
| **Gender Reassignment**8. Is your gender identity the same as the gender you were assigned at birth? |
| *8.1:* |  | Yes | *8.2:* |  | No | *8.3:* |  | Prefer not to say |
|  |
| **Sexual Orientation**9. What is your sexual orientation? |
| *9.1:* |  | Bisexual | *9.2:* |  | Gay man | *9.3:* |  | Gay woman / lesbian |
| *9.4:* |  | Heterosexual | *9.5:* |  | Other | *9.6:* |  | Prefer not to say |
|  |  |  |  |  |  | Please specify: ………………………………………………… |  |  |  |
| **Religion or belief (including lack of belief)**10. What is your religion?  |
| *10.1:* |  | Atheism | *10.6:* |  | Jainism | *10.11:* |  | No religion |
| *10.2:* |  | Buddhism | *10.7:* |  | Judaism | *10.12:* |  | Prefer not to say |
| *10.3:* |  | Christianity | *10.8:* |  | Sikhism |  |  |
| *10.4:* |  | Hinduism | *10.9:* |  | Spiritualism |  |  |
| *10.5:* |   | Islam | *10.10:* |  | Any other religion or belief |  |  |
|  |  |  |  |  | please specify ……………………… |  |  |

Please return this form with your application to the HR Manager at St Peter’s College, Oxford. Thank you.