



# APPLICATION FOR EMPLOYMENT

**PRIVATE AND CONFIDENTIAL**

Return this form to: HR Department, Christ Church, Oxford, OX1 1DP;

Email: [stewardsrecruitment@chch.ox.ac.uk](mailto:stewardsrecruitment@chch.ox.ac.uk)

**POSITION APPLIED FOR** \_\_\_\_\_

Surname:	Forename(s):	Title:
Chosen name:	Preferred pronoun:	
Address:		
Postcode		Telephone number:
NI No.	E-mail:	
Current driving licence?    Yes/No Groups:                          Expiry Date:	Details of endorsements	
Are there any restrictions on you taking up employment in the UK?    Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please provide details)		

## EDUCATION HISTORY

Schools/colleges/university	Qualifications gained

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

<b>NAME &amp; ADDRESS OF EMPLOYER WITH START &amp; END DATES (STARTING WITH MOST RECENT)</b>	<b>JOB TITLE</b>	<b>DUTIES</b>	<b>RATE OF PAY</b>	<b>REASON FOR LEAVING</b>
<b>Notice required in current post:</b>				

**OTHER EMPLOYMENT**

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

## REFERENCES

Please note here the names, addresses and email addresses (if known) of two persons from whom we may obtain both character and work experience references.

1.

2.

## CRIMINAL RECORD

Please list 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 Disclosure & Barring Service/Scottish Criminal Records Office.

## GENERAL COMMENTS

Please detail 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, as set out in the Essential and Desirable Criteria meet the requirements of this role (as summarised in the person specification, if provided).

## **DECLARATION (Please read this 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. 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 the organisation reserves the right to require me to undergo a medical examination. In addition, 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 Disclosure & Barring Service for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of Christ Church any offer of employment may be withdrawn or my employment terminated.

Signed: .....

Date: .....