

***Photograph***

Hertford College, International Programmes

**RA Application Form: Spring 2019**

*Please read the Further Particulars document(s) for the roles for which you wish to apply before completing*

*this application form. We ask that you sign up for an interview promptly if offered one, and that you bring*

*proof of your right to work in the UK with you to that interview. Please make sure your application includes*

*your photo!*

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| 1. Positions | | | | | | | | |
| *Please tick the box for the position(s) you wish to apply for.* | | | | | | | | |
| Residential Adviser  Office Helper/Roaming RA | | | | | | | | |
| 1. PERSONAL DETAILS | | | | | | | | |
| First name |  | | Surname |  | | Preferred name | |  |
| Term-time Address (e.g. HW2/11, Ab House 17, 57 Banbury Rd room 1) | | | | | | | | |
|  | | | | | | | | |
| Home Address | | | | | | | | |
|  | | | | | | | | |
| Mobile number | |  | | | Hertford e-mail address | |  | |
| Dietary requirements | |  | | | | | | |
| Subject and year of study | |  | | | | | | |
| 1. RELEVANT EXpErience & Motivation to apply | | | | | | | | |
| *Detail any previous employment (including Hertford College), either paid or voluntary, or any other relevant experience of working with people from different countries. Please continue onto the next page if necessary.* | | | | | | | | |
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| *Explain briefly why you wish to work in your selected role.* | | | | | | | | |
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| *Please detail your leisure interests or any unique skills you have.* | | | | | | | | |
|  | | | | | | | | |
| ***For office helper role only:*** *Please detail your IT skills, past office-based experience:* | | | | | | | | |
|  | | | | | | | | |
| 1. availability | | | | | | | | |
| *Please tick/highlight any of the following groups that you would be available to work with.*   * ***West Coast***   *West Coast University will arrive on Wednesday 27th June and depart on Saturday 14th July.*  *An orientation meeting will be held at 11am on Tuesday 26th June* | | | | | | | | |
| * **Group A**   Will arrive on Sunday 10th March and depart on Saturday 23rd March. An orientation meeting is tentatively scheduled for Friday 8th March at 11am.   * **Group B**   Will arrive on Sunday 17th March and depart on Saturday 30th March. An orientation meeting is tentatively scheduled for Friday 15th March at 11am.   * **Group C**   Will arrive on Sunday 17th March and depart on Saturday 30th March. An orientation meeting is tentatively scheduled for Friday 15th March at 2pm.   * **Group D**   Will arrive on Sunday 17th March and depart on Saturday 30th March. An orientation meeting is tentatively scheduled for Friday 15th March at 3pm.   * **Office Helper**   Must be available from Monday 11th March until Friday 5th April 2019. | | | | | | | | |
| *Please indicate if you have any other commitments during the above periods:* | | | | | | | | |
|  | | | | | | | | |
| 1. RIGHT TO WORK | | | | | | | | |
| *PLEASE BRING PROOF OF YOUR RIGHT TO WORK IN THE UK (VALID PASSPORT/ BIOMETRIC RESIDENCE PERMIT ETC.) WITH YOU TO THE INTERVIEW.*  *Please return the completed application form to Fatjon Alliaj or Tom Knowles in the International Programmes Office (OB1/5) by Thursday of Week 3 (January 31st) and keep an eye on your emails over the next week. Please note that we have far fewer RA positions available in spring in comparison to summer, so if you are unsuccessful this time it is highly possible that we will consider your application for one of our summer roles.* | | | | | | | | |