|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| APPLICATION FOR EMPLOYMENT  **POSITION APPLIED FOR:**  **Clerk of Works**    **(To be accompanied by a CV and a covering letter)** | |  | | |
|  | |  | | |
| **PRIVATE AND CONFIDENTIAL**  **Return this form by email to:** [**hr@hertford.ox.ac.uk**](mailto:hr@hertford.ox.ac.uk)  Paper copies can be posted to HR, Hertford College, Catte Street, Oxford, OX1 3BW  All applications and CV’s must be received by the deadline. Late applications may not be considered. | | | | |
| **Surname:** | **Forename(s):** | | | **Title:** |
| **Address:**      **Postcode:** | | | | |
| **Telephone number:** | **Email:** | | **National Insurance No.** | |
| **Are there any restrictions on you taking up employment in the UK? Yes No (If yes, please provide details):** | | | | |

**EDUCATION HISTORY (Most Recent First)**

|  |  |  |
| --- | --- | --- |
| **Schools/colleges/university** | **Dates of Study** | **Qualifications gained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**TRAINING HISTORY (Most Recent First – only include training relevant to the role)**

|  |  |  |
| --- | --- | --- |
| **Training Course Title** | **Date completed** | **Provider / Certificate gained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Employment History (Most Recent First)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FROM - TO** | **NAME & ADDRESS OF EMPLOYER** | **JOB TITLE** | **DUTIES** | **RATE OF PAY** | **REASON FOR**  **LEAVING** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Notice required in current post:** | | | | | |

|  |
| --- |
| **OTHER EMPLOYMENT**  Please note any other employment you would continue with if you were to be successful in obtaining this position. |

**REFERENCES**

|  |  |
| --- | --- |
| Please include the names and addresses of two persons from whom we may obtain both character and work experience references. Please include both contact telephone numbers and email addresses. | |
| **1.**  Name:  Job Title:  Company:  Email address:  Telephone:  Postal address:  **Contact prior to Interview Y/N** | **2.**  Name:  Job Title:  Company:  Email address:  Telephone:  Postal address:  **Contact prior to Interview Y/N** |

**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 Disclosure and Barring Service. |

**APPLICATION STATEMENT**

|  |
| --- |
| Detail how you meet the person specifications, and why you wish to apply for this position. |

**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. I agree that should I be successful in this application, I will, if required, comply with an application to be made to the Disclosure and 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 the company, any offer of employment may be withdrawn or my employment terminated.   Signed: ………………………………………………….. Date: ……………………………………….. |

*In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data. This Privacy Notice can be found on our website at this address:* [*https://www.hertford.ox.ac.uk/privacy*](https://www.hertford.ox.ac.uk/privacy)*.*