

# APPLICATION FOR EMPLOYMENT

Please complete this form and attach a full **CV** and **Supporting Statement** explaining why you are applying for this position and how you meet the selection criteria outlined in the Job Description document. You should email these documents, along with the **Supplementary Detail Form**, to the contact email address in the job advert.

Further information about working for the University is available on our website at <https://jobs.ox.ac.uk/>. If you need this information in another format please contact the person named in the job advert.

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| --- | --- |
| * 1. **Post applied for**   2. **Department** | **Vacancy ID** |

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| --- | --- | --- | --- |
| Personal details | | | |
| Title | Forename | | |
| Surname/family name | | | |
| Current address **Postcode** | | **Country** | |
| Telephone Number | | | Mobile Number |
| Email | | | |

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| --- | --- | --- | --- |
| Referee details *(please provide details for the number of referees requested in the Job Description)* | | | |
| Referee 1 | | | |
| Referee’s relationship to you | | | |
| Permission to contact*The University processes reference data in order to meet legitimate interests relating to recruitment administration. If you check the box, the University may contact the referee at any time after your application has been received. If the box is not checked, the University will contact you for permission before contacting this referee. You should check that your referees are happy to for you to supply their details in this context and are willing to supply a reference, before confirming that they can be contacted.* | | | YES / NO |
| Title | Forename | | |
| Surname/family name |  | | |
| Job title | | | |
| Company name *(where applicable)* | | | |
| AddressPostcode | | Country | |
| Contact number | | Email | |

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| --- | --- | --- | --- |
| Referee 2 | | | |
| Referee’s relationship to you | | | |
| Permission to contact | | | YES / NO |
| Title | Forename | | |
| Surname/family name |  | | |
| Job title | | | |
| Company name *(where applicable)* | | | |
| AddressPostcode | | Country | |
| Contact number | | Email | |

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| --- | --- | --- | --- |
| Referee 3 *(only required for some posts - see “How to Apply” in the Job Description document)* | | | |
| Referee’s relationship to you | | | |
| Permission to contact | | | YES / NO |
| Title | Forename | | |
| Surname/family name |  | | |
| Job title | | | |
| Company name *(where applicable)* | | | |
| AddressPostcode | | Country | |
| Contact number | | Email | |

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| --- | --- |
| Availability | |
| Are there any dates when you are not available for interview? | |
| University Policy on Retirement *Please answer 'Yes' or 'No' if you are applying for a job at grade 8 or above (including research and academic posts). If you are applying for a job at grades 1 - 7, please answer 'N/A'.* | |
| For posts at grade 8 and above - I acknowledge I have read and understood that the University operates an employer justified retirement age (EJRA) policy. <https://hr.admin.ox.ac.uk/the-ejra> | YES / NON/A (only if Grade 1 - 7) |
| I confirm that I am currently below the EJRA, which is 68, and I understand that should I be successful in securing this post my normal retirement date would be 30 September immediately preceding my 69th birthday. | YES / NON/A (only if Grade 1 - 7) |

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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. | |

# ALL APPLICANTS MUST SIGN THE DECLARATION BELOW

**Declaration**: The information provided in this application form and any supporting documentation (including the equality and diversity monitoring section) 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 the University. This also applies to any medical questionnaire/forms I may complete.

I consent to be contacted by the University at any date regarding my application.

I consent to the information given in this application form and accompanying supplements being stored and processed in accordance with the in compliance with the GDPR and related UK data protection legislation.

Signed ………………………………………………………………………. Date …………………………….