



APPLICATION FORM (to be completed *fully* even if you include a CV)
PRIVATE & CONFIDENTIAL

Application for the Post of:

Surname:

Other names: *in full*

Title: *Mr, Mrs, Miss, Dr, Other*

Address:

Telephone numbers:

(home):

(work):

eMail address:

(mobile):

Other Information:

National Insurance Number:

Do you have proof of your right to work in the UK?
(You may be asked to bring this to interview)

From which publication or source did you learn of the vacancy?

Please give two **referees** who can testify to your relevant experience and suitability for this post. References will be taken up before interview if your application is shortlisted. Please indicate if this is **NOT** appropriate. If your present or last employer's name has not been given as a referee please state your reasons.

NOTE: Original testimonials must not be forwarded.

Name :

Name :

Position :

Position :

Company :

Company :

Address :

Address :

.....

.....

.....

.....

Tel. No :

Tel. No :

Email Address :

Email Address :

Do not contact before interview

Do not contact before interview

Candidates invited for interview will be asked to bring evidence of their highest qualification

PRESENT OR LATEST EMPLOYMENT

Name and Address of Employer:

Brief description of duties:

Employer's Business:

Reason for leaving
or wanting to leave:

Job Title:

Date Started:

Salary £

Date Left:

How soon could you enter our employment if appointed ?

EMPLOYMENT PREVIOUS TO ABOVE *most recent first*

Dates <i>Month & Year</i>	Employer's Name & Address	Job Title	Brief Description of Duties	Reason for leaving

EDUCATION & QUALIFICATIONS *(most recent first)*

Dates <i>Month & Year</i>	School/College/University	Course/Degree	Qualifications/Results

Please comment on any gaps not covered by education or employment:

Professional or other qualifications including membership of Professional and/or Scientific Societies, details of awards; honours etc:

Details of other specialised training:

OTHER INTERESTS / HOBBIES

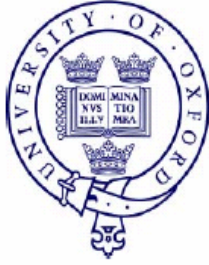
ABILITIES, SKILLS, KNOWLEDGE, EXPERIENCE & ADDITIONAL INFORMATION: *Please give details relevant to the job description with examples of your proven experience in each of the essential and desirable criteria listed. These may have been gained through paid employment, voluntary/community work, domestic responsibilities, spare time activities and training. Include your reasons for applying for this post, and any additional information in support of your application. If necessary please continue on a separate sheet.*

In signing this application I certify that the information given is complete and correct.

Signature : **Date :**

Please return the completed form to :

The Personnel Office, Oxford University Computing Services, 13 Banbury Road, Oxford, OX2 6NN
or Fax : +44 1865 273275
or email : recruitment@oucs.ox.ac.uk



Working for the University of Oxford

At the University of Oxford, we're naturally very proud of our outstanding reputation for scholarship and research. But we're also proud to say that we're one of the region's biggest and best-established employers, with a real diversity of staff helping to sustain our success – these include not only academic staff, but also laboratory assistants, cleaners, technicians, secretaries, IT, finance and administrative professionals. Join us, and you can expect to find yourself working in a friendly, open-minded atmosphere where your ideas will be welcomed, with an interesting and satisfying job to do, and with plenty of opportunities to learn new skills, or maybe even get some extra qualifications.

As well as pay and other benefits such as generous holidays and excellent pension schemes, we may be able to help you with:

- **Training** – We train our staff, both in the skills needed for starting the job, and to help them develop afterwards. If you don't have all the skills we are looking for (e.g. computer packages), but you know that you are a quick learner, it's worth asking if training might be available.
- **Staff Development Reviews** – The University's review scheme is designed to further personal development and to encourage reflection on institutional arrangements. It is not linked to arrangements for pay, promotion or probation.
- **Working hours** – We may be able to be flexible about working patterns to help you combine work with responsibilities at home. Even for full-time jobs, we can often adjust starting and finishing times, or even sometimes consider term-time-only working: if this is important to you, let us know.
- **Disability** – If you have a disability, we have specialist staff who can help you to start and stay in work.
- **Childcare** – We have several subsidised nurseries for under-fives, a holiday play scheme, tax and national insurance savings schemes, and are looking to expand our facilities. For further information see www.admin.ox.ac.uk/eop/child
- **Parenting** – As well as providing childcare facilities, we have generous maternity, paternity

and adoption leave schemes to help new parents on our staff.

- **Cultural and religious needs** – We respect the cultural and religious lives of our staff. If you need time away from work, or special facilities, and can give plenty of notice for arrangements to be made, this will always be considered.
- **Travel arrangements** – We offer an interest-free season ticket loan scheme for bus or train season tickets. Annual passes for Oxford Bus Company routes are available at discounted rates.
- **Use of University facilities** – All University staff can use the study facilities provided by University libraries and museums; join the University Club, a sports and social club which has its own bar, café, and reading room; and make use of the University Sports Complex and the Pulse fitness centre.
- **Discounts** – A number of discounts are available to University staff e.g. for insurance, holiday travel, and computer equipment.

The range of benefits is continuously reviewed and extended.

If you come from outside the area, you may be interested to know that as well as the famous tourist attractions such as the 'dreaming spires' of all the lovely old buildings, the river, and a number of attractive parks and gardens, Oxford also has a busy shopping centre and a lively nightlife, particularly during term time. Housing is relatively expensive within the city, but nearby areas such as Didcot or Bicester are more reasonably priced. Although car parking is difficult during the day, there are good train and bus services, including several 'Park and Ride' routes; and, of course, lots of cycle paths.

Pay and benefits

The salary range offered for a full-time appointment to this job is given on the job description. If you are appointed at a salary below the top of this range, your salary will automatically be increased each year until you have reached the top point. Increases beyond this point may be available in certain cases. There is also an annual 'cost-of-living' salary review, which normally takes place in summer each year. Pay and benefits for part-time appointments are worked out on a 'pro rata' basis.

The University's retirement age is 65 - The University of Oxford Staff Pension Scheme (OSPS) and the Universities Superannuation Scheme (USS) are two of the university pension schemes which provide a pension and lump sum based on length of service and final salary. Almost everyone is eligible to join and, subject to the Statement of Pensions Policy which is

issued with letters of appointment, all new staff are automatically treated as members unless they give notice in writing to say they do not wish to take part in the scheme. The University also offers a Stakeholder pension scheme which most employees may join either instead of, or in addition to, the main scheme.

Relocation assistance may be available for some posts – please check if you need this.

How to apply for a vacancy

Please make sure your application gets to us **by no later than the closing date**. Applications received after this date will not be considered.

The list of duties and the ‘selection criteria’ for this job describe the sort of skills, experience, knowledge or abilities that we are looking for. We will interview those whose applications best meet these criteria, so it is very important that you should use your application to explain how you can match **each point**. Remember that you will have gained abilities, experience and skills from many aspects of your life; some may come from education or work, and others from home or community life. Tell us about which schools or colleges you went to and any qualifications you have. List previous employment, voluntary work, hobbies, or family responsibilities which help to show how you meet the selection criteria.

Please give the names, addresses and telephone numbers of two people who are prepared to give you a reference for this job. If you have previously been employed, your referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they can be people who know you from recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. ‘line manager’, ‘work colleague’, ‘college tutor’). Your referees will be asked to look at the job details and tell us if, in their opinion, you could do the job. *We will assume that we can approach them at any stage unless you tell us otherwise when you apply.* So, if you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example if we are calling you for interview, or if we have made you a conditional offer), *you must state this explicitly alongside the details of the relevant referee(s).*

If you are invited for an interview you will be asked to bring evidence of your eligibility to work in the UK. Any offer of employment will be accompanied by a medical questionnaire and will be subject to the satisfactory completion of this questionnaire. You will be able to claim travel expenses on production of relevant receipts, however if you live overseas you should note that OUCS will *only reimburse full travelling expenses within the British Isles*. If you need any special facilities to attend the interview, please let us know in advance.

Finally, if you have difficulty with writing for any reason, work out what you want to say, then ring us up to see if someone can help you.

Equal opportunities at the University of Oxford

As an Equal Opportunity employer, we positively encourage applications from people of different backgrounds. All our jobs are filled in line with our equal opportunities code of practice, which helps us make sure that men and women, people of different races, and those with disabilities are all treated fairly.

POLICY STATEMENT

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment and that entry into employment with the University 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 and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, or disability.

If you have any questions about equal opportunities at the University of Oxford, please visit our web-site at www.admin.ox.ac.uk/eop.

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

Employment screening

The University reserves the right to screen employees for employment purposes.

Last updated: Sep07