**POSITION APPLIED FOR: ADMINISTRATIVE ASSISTANT – ACADEMIC OFFICE (FIXED-TERM)**

|  |  |  |
| --- | --- | --- |
| **Surname:** | | **Forename(s):** |
| **Address:** | | |
| **Telephone number:** | **Email address:** | |

**EDUCATION HISTORY**

|  |  |  |
| --- | --- | --- |
| **School/college/university** | **From/to** | **Qualifications gained** |
| **Other training/professional qualifications** | **From/to** | **Qualifications gained** |

**EMPLOYMENT HISTORY**

Please provide information about your most recent employer first

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From/to** | **Name & address of employer** | **Job title & duties** | **Rate of pay** | **Reason for leaving** |
|  |  |  |  |  |
| **Period of notice required by present employer:** | | | | |

**REFERENCES**

|  |  |
| --- | --- |
| Please provide the names, addresses and email addresses of two persons from whom we may obtain references; one of these should be your current or most recent employer. We will contact the referees of all shortlisted candidates who are invited for interview. If you do not wish your referee to be contacted at this stage, please make this clear below. | |
| 1.  Name:  Address:  Email:  Tel:  Relationship to you:  May we contact this referee before interview? | 2.  Name:  Address:  Email:  Tel:  Relationship to you:  May we contact this referee before interview? |

**OTHER EMPLOYMENT**

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

**RIGHT TO WORK IN THE UK**

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| --- |
| Are there any restrictions on your continued residence or employment in the UK? YES/NO  *If yes, please give details:* |

**PERSONAL STATEMENT**

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| Please detail here your reasons for this application, and explain how your experience, skills and qualifications meet the person specification for the post (continue on a separate sheet if necessary). |

**PERSONAL STATEMENT (continued)**

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|  |

**WHERE DID YOU HEAR ABOUT THIS VACANCY?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Job Centre |  | www.dailyinfo.co.uk |
|  | Exeter College website |  | Internal advertisement |
|  | University of Oxford website |  | Friend/ family |
|  | Conference of Colleges website |  | Online job board (e.g. Reed, Monster) |
|  | www.jobs.ac.uk |  |  |
|  | Recruitment agency *(please specify)*: |  | Other *(please specify):* |
|  | …………………………………………………………………. |  | …………………………………………………………………… |

**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 the organisation reserves the right to require me to undergo a medical examination if I were to be successful in obtaining this position. (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.) 3. I confirm that by making an application for employment to Exeter College, I understand that the data provided in my application (and any obtained in relation to it, including that from any interviews, supporting documentation or references) will be used by Exeter College to process my application, and might also be used to help with any future applications by me to Exeter College. If my application is successful, I understand that the data will be used to administer my HR record. 4. I confirm that I have read and accept the terms of the Privacy Policy as published on the Exeter College website (<https://www.exeter.ox.ac.uk/governance/>), including those relating to the use and storage of personal data, and that I understand my rights as outlined in that policy.   Signed: Date: |

If you have a disability, and there are any alternative arrangements which need to be made should you be short-listed for interview, please contact us to notify us of these.

**PLEASE RETURN THIS FORM TO:** [vacancies@exeter.ox.ac.uk](mailto:vacancies@exeter.ox.ac.uk) or to HR Manager, Exeter College, Oxford, OX1 3DP