**Application Form: fixed term contract summer staff**

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| **Job details** | | |
| **Post applied for** |  | |
| **Dates of availability** |  | |
| **Do you have the right to work in the UK?** | | **Yes / No** |

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| **Personal details** | |
| **Title** | **Family name** |
| **Other names** | |
| **Current address** | |
| **Daytime telephone number** | **Mobile telephone number** |
| **Email address** | **National Insurance number** |

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| **Qualifications** | | | | |
| **EFL qualification** | TEFLI or equivalent? | TELFQ or equivalent? | Other? | Date |
| **Education** | Degree | Subject | Class | Date |
| **Most recent teaching experience** |  | | | Dates |

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| **Disclosure and Barring Service check** | |
| **St. Clare’s, Oxford complies fully with the DBS Code of Practice** | |
| The post you are applying for involves work with young people and is, therefore, exempt from the Rehabilitation of Offenders Act 1974. This means that you are NOT entitled to withhold information about convictions, cautions, bind-overs, reprimands and final warnings, which in other circumstances would be regarded as spent. You will be required to provide an enhanced DBS disclosure as a condition of any employment offer arising from this application. | |
| 1. **Are you registered for the DBS online update service?** | **Yes / No** |
| 1. **Have you been convicted by the Courts, cautioned, reprimanded or warned for any criminal offence (either in the UK or abroad)?** | **Yes / No** |
| 1. **Are you currently the subject of any Police investigations following allegations against you?** | **Yes / No** |
| 1. **Are you disqualified from working with children or subject to sanctions imposed by a regulatory body?** | **Yes / No** |
| 1. **Has your current or previous employer instigated disciplinary proceedings against you which have resulted in a warning or other disciplinary action which is still ‘live’?** | **Yes / No** |
| If YES, please supply the following details in a sealed envelope marked ‘strictly confidential’ to the HR department: the nature of offence(s), date of conviction(s), penalties and country in which they occurred. This information will be held on a strictly confidential basis, in compliance with the Data Protection Act and only discussed with the selection panel where it is relevant to the post for which you have applied. Answering “Yes” will not necessarily prevent you from being considered for this post. If you are emailing your application, please send these details separately in a sealed envelope marked “CONFIDENTIAL”, with your name and the title of the post you are applying for, for the attention of the HR department. | |

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| **References** | | |
| Please provide the names and contact details of two employers who can provide references relating to your suitability for this post. One of the referees must be your current / most recent employer. If this is your first job application since completing full-time education one referee must be your school teacher or tertiary education tutor. References from friends or relatives will not be accepted. If you have worked with children (either in a paid or a voluntary basis) those employers will be asked about any disciplinary offences relating to children or if you were the subject of any child protection concerns. | | |
| **First referee** | **Are you happy for us to approach this referee before a first interview?** **Yes / No** | |
| Name | | Email address |
| Position | | Postal address |
| Relationship | | Work telephone number |
| **Second referee** | **Are you happy for us to approach this referee before a first interview?** **Yes / No** | |
| Name | | Email address |
| Position | | Postal address |
| Relationship | | Work telephone number |

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| **Other information** |
| **If you are disabled, are there any special arrangements that would be required to enable you to attend an interview?** |

**Declaration**: The information provided in this application form and any supporting documentation is true and complete. I understand that any offer of employment is conditional upon satisfactory screening (including references and DBS checks). 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 St. Clare’s. This also applies to any medical questionnaire/forms I may complete.

I agree to the above declaration (please cross)

I consent to the information given in this application form and accompanying supplements being stored and processed in accordance with the Data Protection Act 1998.

**Signed:**  **Date:**

**Please attach your CV to this application form, ensuring your work history is continuous and there are no gaps, even if that means listing a period of time spent e.g. travelling or job-seeking.**

Please return **CV** and **Application Form** to the Short Courses Administrator:

by email to [leen.vanbroeck@stclares.ac.uk](mailto:leen.vanbroeck@stclares.ac.uk) ; or

by post to Leen Van Broeck, St. Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL.