**Regents’ Park College**

**JOB APPLICATION FORM**

Please complete in type or black ink and return to: human.resources@regents.ox.ac.uk

Human Resources, Regent’s Park College, Pusey Street, OXFORD, OX1 2LB

**POST APPLIED FOR:**  Housekeeping Assistant

**Part 1 PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Title: | Forename(s):  | Surname: |
| Address:  | Telephone No.:Email Address: |
| Post Code: |  |
| Do you currently have right to work in the UK?If you have limited right to work or do not currently have right to work, please provide details: |

**Part 2 EDUCATION AND QUALIFICATIONS**

**SECONDARY EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF SCHOOL | DATES |  | RESULTS |
|  |  |  |  |
|  |  |  |  |

**COLLEGE/UNIVERSITY**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF COLLEGE/UNIVERSITY | DATES |  | RESULTS |
|  |  |  |  |
|  |  |  |  |

**OTHER TRAINING COURSES / QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| INSTITUTION/PROVIDER | DATES |  | RESULTS |
|  |  |  |  |
|  |  |  |  |

**MEMBERSHIP OF PROFESSIONAL BODIES**

|  |
| --- |
|  |

**Part 3 EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| Current Employer: | Address: |
| Post Held: | Dates: |
| Salary (annual or hourly): | Notice required: |
| Brief Description of duties: |

**Previous employment (most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| From  | to | Employer’s name and Address | Position held and duties |
|  |  |  |  |

**OTHER EMPLOYMENT:**

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

**Part 4 PERSONAL STATEMENT**

Please state why you are interested in the post and how your experience and achievements to date would make you a suitable candidate based on the criteria of the post,

**Part 5 REFERENCES**

Please note provide details of two persons from whom we may obtain **employment** references. One must be from your most recent employer. Referees will only be contacted after a successful interview.

**Referee 1:**

|  |  |
| --- | --- |
| Name: |       |
| Occupation/Job Title: |       |
| Company Name and Address: |       |
| Work Email Address: |       |
| Telephone No: |       |
| Capacity in which known: |       |

**Referee 2:**

|  |  |
| --- | --- |
| Name: |       |
| Occupation/Job Title: |       |
| Company Name and Address: |       |
| Work Email Address: |       |
| Telephone No: |       |
| Capacity in which known: |       |

**CRIMINAL RECORD:**

Please state any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974. If none please state this. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

**Part 6 Declaration**

I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection**

Regent’s Park College is committed to protecting the privacy and security of personal data. Our [Staff Applicants Privacy Notice](http://www.rpc.ox.ac.uk/wp-content/uploads/2018/05/Privacy-notice-Staff-applicants-v1.pdf) explains what personal data Regent’s Park College holds about applicants, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it.

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