## Logo, company name Description automatically generated

## May 2022

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| **Application Form** | | | | |
| **Post applying for: Central Admin Officer for The Oxford Trust** | | | | |
| Your details: | | | | |
| Surname: | | First Name(s): | | |
| Address: | | | | |
| Telephone: | | | | |
| Email: | | | | |
| **Education and Training**  Please give details: | | | | |
| **Qualifications**  Please give details: | | | | |
| **Employment History**  Current or most recent employer | | | | |
| Name of employer: | | | | |
| Full Address: | | | | |
| Job title: | Salary: | | |
| Length of time with employer: | Reason for leaving: | | |
| Responsibilities: | | | |
| **Previous Employers**  Please tell us about other jobs you have done and the skills you used or learned. | | | |
| **Motivation**  Please tell us why you applied for this job. | | | |
| **Skills**  Please explain – using examples from your own experiences – in what way you meet the person requirements of the post you are applying for. You might have gained such experiences through volunteering, engagement in specific projects, or employment. | | | |
| **Interview arrangements and availability**  If you have a disability, please tell us if there are any reasonable adjustments which we can make to help you in your application or with our recruitment process.  Are there any dates when you will not be available for interview?  When can you start working for us? | | |
| **Right to Work in the UK**  Do you have the right to work in the UK? 🞏 Yes 🞏 No  Which of the following documents can you provide to prove right to work in the UK?  🞏 Valid passport or  🞏 UK (Channel Islands, Isle of Man) birth certificate AND   official letter or document from a government agency  🞏 biometric residence permit number  🞏 biometric residence card number | | |
| References  Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission. | | |
| Referee 1 (preferably from your current or most recent employer) | | |
| Referee 2 | | |
| Signature | | |
| Print name: | | |
| Date: | | |

**Please submit the application form and self-disclosure form to jobs@scienceoxford.com. Covering letters are optional but CVs will not be considered.**

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