University of Oxford
St Edmund Hall

APPLICATION FORM (SCOUT)

PRIVATE AND CONFIDENTIAL

***Return this form to*:**
Recruitment
St Edmund Hall
Queens Lane
Oxford OX1 4AR
E: recruitment@seh.ox.ac.uk

Surname	Forename(s)	Title

Location (please tick both if no preference):

Main site, Queen's Lane (32.5 hours per week) ☐ **East Oxford Properties (35 hours per week)** ☐

Address:

Postcode **Telephone number:**

Email address:	

Are there any restrictions on you taking up employment in the UK? Yes ◯ **No** ◯
(If yes, please provide details)

EDUCATION HISTORY

Schools	Qualifications gained

Colleges/Universities:	**Qualifications:**
Other training:	

OTHER EMPLOYMENT

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

EMPLOYMENT HISTORY **(Please complete in full and use a separate sheet if necessary)**

NAME AND ADDRESS OF EMPLOYER	DATES OF EMPLOYMENT	JOB TITLE AND MAIN DUTIES	REASON FOR LEAVING

REFERENCES

Please note here the names and email addresses of two persons from whom the College may obtain a reference, one of whom must be your current or most recent employer.

1. Permission to contact before interview? Yes/No	**2.** Permission to contact before interview? Yes/No

PERSONAL STATEMENT including details of any Housekeeping/Cleaning experience (continue on a separate sheet if necessary):

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post.

DECLARATION (Please read this carefully before signing/submitting this application)

1. To the best of my knowledge, the answers given to the questions and all statements made both on this form and within all other documents associated with this employment application are true and accurate. Any untrue or misleading information may be considered sufficient cause for rejection or, if employed, may lead to termination of employment.

2. By applying for employing at St Edmund Hall, I consent to the use of data I provide for the purposes of processing and considering my application and any subsequent offer of employment in line with General Data Protection Regulations. I understand that I can withdraw consent at any time, but this may affect the ability of St Edmund Hall to continue to process my application. St Edmund Hall is committed to protecting the privacy and security of personal data in line with current legislation. Further details can be obtained by visiting https://www.seh.ox.ac.uk/policies-accounts-and-legal-documents.

Name: ……..

Signed: ……..

Date: ……..