



Oxford College of Education

OCE Employee Application form

Post Applied for:	Job Reference Number:
It is important that you refer to the guidance notes before completing this form.	
Please complete using black ink and return to the Human Resources Department, Oxford College of Education, 56 Bridge Street, Buckinghamshire, High Wycombe, HP11 2EL.	
The information on this form will be treated in strict confidence.	

Section 1 – Personal Information

Title:		
Full Name:		
Home Address:		
Mobile:		
Email:		
NI Number:		
Do you require a Work Permit? Yes <input type="checkbox"/> No <input type="checkbox"/>		
[You will be required to produce documentary evidence of your right to work in the UK]		

Emergency Contact 1

Name	
Mobile	
Telephone	
Email ID	
Address	
Relation to You	



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Emergency Contact 2

Name	
Mobile	
Telephone	
Email ID	
Address	
Relation to You	

Social Media Profiles

- Facebook:
- Instagram:
- LinkedIn:
- TikTok:
- WeChat:

Section 2 - References

All appointments are made subject to the receipt of satisfactory references. Please provide details of two appropriate references to which confidential inquiries can be made. One of these should preferably be your Line Manager in your current or most recent job and a similar individual from a previous employment.

Name: Position: Telephone: Email: Relationship:	Name: Position: Telephone: Email: Relationship:
May we approach this person prior to an offer of employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach this person prior to an offer of employment? Yes <input type="checkbox"/> No <input type="checkbox"/>



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Section 3 - Education & Professional Qualifications

(You will be required to produce relevant educational & professional certificates.)

Dates	School / College / University / Professional Body	Qualification/Subject/ Course	Grade/Mark or Qualification(s) gained & attainment level

Relevant Training

Please list any relevant training (e.g. courses attended) and dates

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Other Skills

Language (s) (spoken/ written):

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Computer literacy:

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Other skills relevant to the post:

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For Teaching Posts Only

(a) Are you recognised as a qualified teacher in this country?

Yes No

If yes, please give date of recognition

(b) Please quote Reference number

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Section 4 - Employment History

Current / Most Recent Employment

Job title:

Current/ Most recent salary:

Name & Address of Employer:

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Date Appointed: _____ Date Left/ Period of Notice: _____

Reason for leaving/wanting to leave:

Please provide brief details of the responsibilities in your current (or last) post.

Previous Employment (listed in chronological order):			
Dates	Employer's Name & Address	Job Title & Reason for Leaving	Leaving Salary

Section 5 - Supporting Statement

Please describe your reasons for applying and the strengths and qualities you would bring to this post. Please demonstrate how you meet the person's specifications for the post.

(You are advised to address each specification in support of your application. Please do not exceed 2 pages.)



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Section 6 - Health

Are you in good health? Yes No

Please give details of your sickness record (nature of sickness & frequency) in the last 12 months:

Do you have any disabilities that the College needs to be aware of: Yes No

If Yes, please give details (on a separate sheet) of the disabilities and:

- (a) any reasonable adjustments that you feel should be made to the recruitment process to assist you in your application; and/or
- (b) any reasonable adjustments that you feel should be made to the job itself, which would enable you to carry out the job.

Section 7 - Rehabilitation Of Offenders

Due to the nature of the work, applicants are not entitled to withhold information about convictions which for other purposes are 'Spent' and in the event of employment; any failure to disclose such convictions could result in dismissal or disciplinary action by the College. Any information provided will be completely confidential and will be considered only in relation to the posts to which the order applies.

Have you ever been convicted of a criminal offense? Yes No

If Yes, please give (offense, judgement & date):

Section 8 – Equality/ Diversity Monitoring

Oxford College of Education is committed to ensuring that no employee or applicant is discriminated against, either directly or indirectly, on the basis of sex, race, disability or sexual orientation and that all eligible persons have equal opportunity for employment and advancement on the basis of their ability and qualifications and fitness for work.

It is important that the College monitor the effectiveness of its Equality Policy and we would like you to assist in this by completing this section. The information is confidential and its sole use is for monitoring purposes; the information will not be seen by the selection panel.

My sex is: Female Male

My age is: 16-25 26-35 36-45 46-55 56-65

My religion is: Buddhist Christian Hindu Jewish Muslim Sikh

Other (please specify)



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I would describe my ethnic or cultural origin as (tick one box only):

Asian or Asian British

Black or Black British

Bangladeshi

African

Indian

Caribbean

Pakistani

Any other Black background

Any other Asian background

Mixed

White

White & Asian

British

White & Black African

European

White & Black Caribbean

Any other White background

Any other Mixed background

Chinese

Other Ethnic Group

Chinese

Any other

Do you have a disability? Yes No

If Yes, which of the following best describes your disability?

Co-ordination, dexterity/mobility Hearing Learning Difficulties Mental Health

Speech Visual Other (please specify)

How did you hear about this vacancy?

Job Centre National Newspaper Local Newspaper Trade Press

In the College Through College employee Other (please specify)

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Section 9 - Declaration

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. I understand that any job offer is subject to satisfactory references, qualifications, eligibility to work in the UK, and CRB check.

By signing this form, you agree to your contact information being shared with other departments in the College (if necessary).

Signature of Applicant:

Date:

The College reserves the right to seek further references from previous employers where necessary.

Office use only:

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