



BRASENOSE COLLEGE

APPLICATION FOR PERMANENT EMPLOYMENT

Position Applied for _____	
Title _____ Initials _____ Forenames _____	
Surname _____ Preferred name _____	
Address _____	
_____ Post Code _____	
Telephone No. _____ Mobile No. _____	
Email _____	
References	
Name and contact details for two employment referees, one of whom should be from your current or most recent employer. These referees will not be contacted without your permission. If you are unable to provide the name of an employment referee you may give the name of a personal referee.	
Name:	
Position:	
Organisation:	
Address including postcode:	
Telephone:	
Email:	
Name:	
Position:	
Organisation:	
Address including postcode:	

Telephone:		
Email:		
Education History		
Secondary Schools/ Colleges attended	Qualifications gained	
Further Schools/ Colleges attended	Type of training Qualifications gained	
Employment History		
Current/Last Employer:		
Organisation:		
Address including postcode:		
Start date / Leave date:		
Job Title:		
Salary:		
Duties/Responsibilities:		
Reason for Leaving:		
Notice required in current post:		

Employment History <i>(continued)</i>	
Employer:	
Organisation:	
Address including postcode:	
Start date / Leave date:	
Job Title:	
Salary:	
Duties/Responsibilities:	
Reason for Leaving:	
Employer:	
Organisation:	
Address including postcode:	
Start date / Leave date:	
Job Title:	
Salary:	
Duties/Responsibilities:	
Reason for Leaving:	
Any other information that would support your application?	
Please continue on a separate sheet if required.	

Personal Information	
Have you any unspent criminal convictions to declare in line with the Rehabilitation of Offenders Act 1974? If so please specify on a separate sheet.	YES / NO
Do you have current and valid permission to be in the United Kingdom and to do the type of work offered? (All successful candidates will be required to show the college appropriate documentation e.g. passport, birth certificate, Home Office/Border and Immigration documentation etc.)	YES / NO
Will you need a work Visa under Tier 2 of the points based migration system? See www.ukba.homeoffice.gov.uk/workingintheuk/tier2	YES / NO
Are you 64 or over? It is College policy that staff normally retire following their 65 th birthday. Consequently we will not normally employ someone who is within 6 months of that date.	YES / NO
Where did you see this position advertised?	
Declaration (Please read this carefully before signing this application)	
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 falsification may be considered sufficient cause for rejection, or if employed, dismissal.	
Signature of Applicant: _____	

The closing date for receipt of applications: 1200 Wednesday 20 April 2011

Please return completed application form to: The Steward Brasenose College Oxford OX1 4AJ
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For Office Completion Relevant tax form attached and signed? _____ Copy of Passport or other proof taken for Home Office directive? _____ References taken _____ Copies attached _____ Who interviewed and authorised this employee? _____ Start Date _____
