

NOTES FOR ASSOCIATE PROFESSORSHIP CANDIDATES



We are delighted that you wish to apply for a post with the University of Oxford. Please read this information carefully before submitting your application.

How to apply

Applications for this post must include all of the following:

- a completed application cover sheet and equal opportunities monitoring form (**see below**)
- your *curriculum vitae* (CV)
- a letter explaining how you meet the requirements of this post (these are described in the further particulars).

Application cover sheets sent separately from the other required documentation will not be accepted.

Please send all of the above documents together.

The CV and supporting letter should explain your relevant experience which may have been gained in employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please send your CV, covering letter and the completed forms **by email** to:

The Recruitment Team
Oxford Department of International Development

Email: recruitment@geh.ox.ac.uk.

How will the information on the forms be used?

The information collected on the equal opportunities recruitment monitoring form does **not** form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the University's equal opportunities policy.

Your CV, covering letter, and personal details form will be circulated to the selection panel. They will use this information to assess your suitability for the post against the selection criteria. If appointed, your application will be retained on your confidential staff file. If you are unsuccessful, your application will be retained for six months and then disposed of securely.

At all times the information will be held securely in accordance with the terms of the Data Protection Act 1998.

Medical questionnaire and the right to work in the UK

The appointment will be subject to the satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.

Applicants who would need a work visa if appointed to the post are asked to note that under the UK's points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in English, or coming from a majority English-speaking country, or having taken a degree taught in English)

and

(ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at: www.gov.uk/tier-2-general/overview.

Will I be asked to provide any other information?

Employment with the University is conditional upon satisfying the following requirements:

- proof of identity - in the form of a passport, birth certificate, or other acceptable document;
- proof that you are entitled to work in the UK.

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. ***Do not include these documents with your application.*** You will be sent a request for the relevant information at the appropriate point in the selection process.

If you are placed on the shortlist for this post we will take up references to ensure your suitability for appointment.

Employment with the University is also subject to satisfactory completion of a probationary period.

You may also be asked to provide the following:

- proof of any qualifications required for this post - in the form of certificates or transcripts.

References

Please give the details of three people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who know you from recent college, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'work colleague', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment and of any disciplinary processes which are still considered live. We will assume that we may approach them at any stage unless you tell us otherwise. If you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example, if you are called to interview) you must state this explicitly alongside the details of the relevant referee(s).



Please complete this form and attach a full *curriculum vitae* and application letter explaining why you are applying for this position and how you meet the selection criteria outlined in the further particulars.

Post applied for:	Ref. No.
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Personal Details	
Title	Family name
Other names	
Current address	
Daytime ☎	Mobile ☎
Email	

Membership of professional bodies

Previous university service	
Have you ever worked for the University of Oxford?	YES NO
If YES, please give dates and reasons for leaving (including OMIS)	

Fair recruitment	
To ensure a fair recruitment process, please state whether you know, or are related to, any member of the University who could be involved in selection decision for this post or who is other wise closely associated with this post	YES NO
If YES, please give details	
Encouraging access	

Please indicate if you need any particular arrangements to be made, or support provided, if invited for interview¹

Working in the UK

Do you currently have the right to work in the UK?

YES NO

If YES, please note any conditions attached, for example time limitations

Previous employment matters

Has your current or previous employer instigated disciplinary proceedings against you which have resulted in a warning or other disciplinary action which is still 'live'?²

YES NO

If YES, please give details, including any pending proceedings.

Criminal records checks

Declaring an unspent criminal conviction. The University will not necessarily bar an applicant from employment because of an unspent criminal conviction; the nature of the conviction and its relevance to the post will be considered.

Do you have any unspent criminal convictions, bind-overs, cautions, warnings or reprimands?

YES NO

Are there any criminal proceedings currently pending against you?

YES NO

If YES, please supply the following details in a sealed envelope marked 'strictly confidential' to Julia Knight, Administrator: nature of offence(s), date of conviction(s), penalty. This information will be held on a strictly confidential basis, in compliance with the Data Protection Act and only discussed with the selection panel where it is relevant to the post for which you have applied.

¹ If you would like information about declaring a disability please see guidance at http://www.direct.gov.uk/en/DisabledPeople/Employmentsupport/LookingForWork/DG_4000219

² Disciplinary action which is still 'live' includes warnings which have not expired or disciplinary processes which are still in progress. You should include any courts-martial outcomes.

To help us with future recruitment please indicate how you found out about this vacancy?

University web site jobs.ac.uk Other (please specify)

References *(Please see "Notes for Candidates")*

Referee 1

Name

Job title

Address

Email

Daytime ☎

Mobile ☎

In what capacity has this person known you and for how long?

May we contact this referee at any time during the recruitment process?

YES

NO

Is this referee able to provide details about your last employment?

YES

NO

Referee 2

Name

Address

Email

Daytime ☎

Mobile ☎

In what capacity has this person known you and for how long?

May we contact this referee at any time during the recruitment process?

YES

NO

Is this referee able to provide details about your last employment?

YES

NO

Referee 3

Name

Address

Email

Daytime ☎

Mobile ☎

In what capacity has this person known you and for how long?

May we contact this referee at any time during the recruitment process?	YES	NO
Is this referee able to provide details about your last employment?	YES	NO

ALL APPLICANTS MUST SIGN THE DECLARATION BELOW

Declaration: The information provided in this application form and any supporting documentation is true and complete. I understand that any offer of employment may be conditional upon satisfactory screening. I agree that any deliberate omission, falsification, or misrepresentation in the application form or supporting documentation will be grounds for rejecting this application or subsequent dismissal if employed by the University. This also applies to any medical questionnaire/forms I may complete.

I agree to the above declaration.

I consent to the information given in this application form and accompanying supplements being stored and processed in accordance with the Data Protection Act 1998.

Signed:..... *Date*