

APPLICATION FOR EMPLOYMENT

Supplementary Detail Form

Please complete this form, answering all the questions as directed, and submit it with your **Application Form**, **CV**, and **Supporting Statement**, to the contact email address in the job advert.

Further information about working for the University is available on our website at <https://jobs.ox.ac.uk>. If you need this information in another format please contact the person named in the job advert.

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| **Post applied for****Department** | **Vacancy ID** |

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| Personal details |
| **Title**  | **Forename** |
| **Surname/family name** |

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| 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) |

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| Fair recruitment |
| Are you known to any member of the University who is connected in any way with this post? | **YES / NO** |
| If YES, please give details. |

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| Previous employment matters |
| Are there any disciplinary proceedings against you which are still “live”? | **YES / NO** |
| If YES, please give details, including any pending proceedings. |

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| Unspent convictions |
| 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 the contact name detailed in the advert: nature of offence(s), date of conviction(s), penalty. This information will be held on a strictly confidential basis, in compliance with the GDPR and related UK data protection legislation, and only discussed with the selection panel where it is relevant to the post for which you have applied. |

# ALL APPLICANTS MUST SIGN THE DECLARATION BELOW

**Declaration:** The information provided in this Supplementary Detail Form 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 this form will be grounds for rejecting this application or subsequent dismissal, if employed by the University.

I consent to the information given in this form and accompanying supplements being stored and processed in accordance with the GDPR and related UK data protection legislation.

Signed ………………………………………………………………………. Date …………………………….