**OXFORD UNIVERSITY INNOVATION APPLICATION FORM**

**PERSONAL INFORMATION**

**(CONFIDENTIAL)**

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| --- | --- |
| Job Title: | Job Reference No: |

**Personal Details**

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| **Name:** |
| Full Address:  Postcode: |

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| --- | --- | --- | --- |
| Contact Details *(please highlight the relevant box for your preferred method of contact)* | | | |
| **Email Address:**  X  X | **Home Telephone:** | **Business:** | **Mobile:** |

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| --- | --- | --- |
| Do you hold a current driving licence? | Yes X | ~~No~~ |

|  |  |
| --- | --- |
| Please indicate two people who can provide references – one of whom should preferably be your present / most recent employer: | |
| Referee Name: | Referee Name: |
| Company Name: | Company Name: |
| Tel No: | Tel No: |
| Email: | Email: |
| Occupation: | Occupation: |
| I **give ~~/ do not~~** give permission for OUI to take up my references prior to an offer of employment being made. | I **give ~~/ do not~~** give permission for OUI to take up my references prior to an offer of employment being made. |

**(Please delete clearly as appropriate)**

**Reasons for applying for role (demonstration of what attracted you to this role)**

Please provide a statement telling us what attracted you to the role you are applying for, and why you would like to work for Oxford University Innovation. *(Please do not expand the space below.)*

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| --- | --- |
| **Where did you see this role advertised?** |  |

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| --- | --- |
| **Have you made an application to this company before?** |  |

**Equal Opportunities**

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|  | | | |
| **Do you consider yourself to have a disability?** |  |  |  |
| **If yes, please give brief details** |  | | |
| **Please describe any adjustments you may need for interview** |  | | |

**Competency Details *(Demonstration of relevant skills, knowledge & experience)***

In this section you are asked to briefly outline how your experience, skills and training both inside and outside of work (i.e. position of responsibility) make your application for the vacancy particularly relevant. **Please include references to the following competencies: Communication & Influencing, Teamwork, Planning & Organising, Commercial Acumen and Building & Managing Effective Relationships.** *(Please do not expand the space below.)*

**Building & Managing Effective Relationships:**

**Additional Information**

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| --- | --- | --- | --- | --- | --- |
| Notice Period |  | Current Base Salary |  | Salary Expectation |  |

**Right to Work in the UK**

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| Please state what documentation you can provide to demonstrate you have the right to work and reside in the United Kingdom. (***For example*** a passport showing that the holder is a British citizen; a passport or national identity card showing that the holder is a national of an EEA country or Switzerland; a full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents together with an official document issued by a previous employer or Government agency with the person’s name and National Insurance number. This list is not exhaustive.) |
| Please give details below:    **Any offer of employment will be subject to successful verification of your right to work in the UK.** |

**Data Protection**

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| The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.  If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing the application form we will be assuming that you agree to the processing of sensitive personal data (as described above) in accordance with our registration with the Data Protection Commissioner. |

**Declaration**

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| I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information may disqualify me from appointment OR, if appointed, may result in my dismissal. I understand that any job offer is subject to reference, employment eligibility and a probationary period, all of which must be deemed by the organisation as satisfactory.  **Name:**  **Signature:**  **Date:** |