**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 clearly using black ink and return to the Human Resources Department, Oxford Virtual College BD.

**The information on this form will be treated in strict confidence.**

**Section 1 – Personal Information**

|  |  |
| --- | --- |
| Title: |  |
| First Names(s) |  |
| Last Name (s) |  |
| Parament Address |  |
| Present Address and last 5 years verified addresses |  |
| National Id Number |  |
| Telephone No |  |
| Mobile |  |
| Email |  |
| LinkedIn |  |
| Facebook |  |
| Instagram |  |
| TikTok |  |
| Skype |  |

**Section 2 – References**

All appointments are made subject to the receipt of satisfactory references. Please provide details of two appropriate references to which confidential enquiries 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.

**Reference -1**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Name of the Company /School /College/University |  |
| Company /School /College/University  Address |  |
| Telephone |  |
| Email (not personal email) |  |
| Relationship |  |
| May we approach this person prior to an offer of employment? | Yes No  If not, please explain why? |

**Reference -2**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Name of the Company /School /College/University |  |
| Company /School /College/University  Address |  |
| Telephone |  |
| Email (not personal email) |  |
| Relationship |  |
| May we approach this person prior to an offer of employment? | Yes No  If not, please explain why? |

**Section 3 - Education & Professional Qualifications (You will be required to produce relevant educational & professional certificates.)**

|  |  |  |  |
| --- | --- | --- | --- |
| Start date and finish dare | School / College / University /  Professional Body | Qualification/Subject/ Course | Grade/Mark or Qualification(s) gained & attainment level |
|  |  |  |  |
|  |  |  |  |
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**Section 4- Relevant Training Please list any relevant training (e.g. courses attended) and dates**

|  |  |  |  |
| --- | --- | --- | --- |
| Start date and finish dare | School / College / University /  Professional Body | Qualification/Subject/ Course | Grade/Mark or Qualification(s) gained & attainment level |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 5 - Employment History Current / Most Recent Employment**

|  |  |
| --- | --- |
| Job title: |  |
| Name & Address of Employer: |  |
| Date Appointed: |  |
| Reason for leaving/wanting to leave: |  |
| Current/ Most recent salary: |  |
| Date Left/ Period of Notice: |  |
| Please provide brief details of the responsibilities in your current (or last) post. |  |

**Section 6- Previous Employment (listed in chronological order)**

|  |  |  |  |
| --- | --- | --- | --- |
| Start date and finish date | Employer’s Name & Address | Job Title & Reason for Leaving | Leaving Salary |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 7 - Supporting Statement**

Please set out your reasons for applying and the strengths and qualities you feel you would bring to this post. Please demonstrate how you meet the person specification for the post. (You are advised to address each specification in support of your application. Please do not exceed 2 pages.)

|  |
| --- |
|  |

**Section 6 – Health**

|  |  |
| --- | --- |
| Are you in good health?  Please give details of your sickness record (nature of sickness & frequency) in the last 12 months: | Yes No |
| Do you have any disabilities which the College needs to be aware of:   * Co-ordination * dexterity/mobility * Hearing * Learning Difficulties * Mental Health * Speech * Visual * Other (please specify | Yes No  If Yes, please give details (on a separate sheet) of the disabilities and:   1. any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application; and/or 2. 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 offence?  If Yes, please give (offence, judgement & date): | Yes No |
| **Have you ever been in jail or prison in this country or other country?** | Yes No  If yes, please explain in a separate sheet. |
| **Have you ever been arrested in this country or other country?** | Yes No  If yes, please explain in a separate sheet. |

**Section 8 - Rehabilitation of Offenders**

|  |  |
| --- | --- |
| **Do you do any volunteering in your spare time?** | Yes No  If yes, please explain in a separate sheet |
| **Do you do or have you ever done any volunteer work?** | Yes No  If yes, please explain in a separate sheet |
| **Are you involved in any other social organisation?** | Yes No  If yes, please explain in a separate sheet |

**Section 8 – Equality/ Diversity Monitoring**

OVC BD 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 gander: | Female Male |
| My age is: |  |
| My religion is: |  |

**Section 9 – Declaration**

|  |  |
| --- | --- |
| **We follow ZERO TOLERANCE POLICY. Swearing, Threats or Any act of violence will not be tolerated. Abuse to members of staff will be asked to leave the premises. Do you agree?** | Yes No |

|  |
| --- |
| 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, qualification, eligibility to work.  By signing this form, I agreed that my contact information being shared with other departments in the College (if necessary). **I covenant and agree I will not discriminate to other colleagues or upon the basis of race, colour, creed, or national origin.** I am agreed that the College reserves the right to seek further references from previous employers where necessary.  Signature of Applicant: Date: |

**Section 10 - Check list**

Please submit your all the original documents with this application and after checking and copying, the HR department will return all the original documents to you.

|  |  |  |
| --- | --- | --- |
| SN | ITEMS | TICK |
| 1 | Original Passport (If you have one) |  |
| 2 | Original NI (If you have one) |  |
| 3 | Birth Certificate (If you have one ) |  |
| 4 | SSC Certificate and Marksheet |  |
| 5 | HSC Certificate and Marksheet |  |
| 6 | Bachelor’s degree Certificate and Transcripts |  |
| 7 | Masters degree Certificate and Transcripts |  |
| 8 | Any professional achievements evidence |  |
| 9 | Others |  |

**Office use only:**

|  |  |
| --- | --- |
| **Application Received Date** |  |
| **Candidate Screening and Selection Process** |  |