

### 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

**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?	Yes ★ No ★
Please give details of your sickness record (nature of sickness & frequency) in the last 12 months:	
Do you have any disabilities which the College needs to be aware of:	Yes ★ No ★
<ul style="list-style-type: none"> <li>• Co-ordination</li> <li>• dexterity/mobility</li> <li>• Hearing</li> <li>• Learning Difficulties</li> <li>• Mental Health</li> <li>• Speech</li> <li>• Visual</li> <li>• Other (please specify</li> </ul>	<p>If Yes, please give details (on a separate sheet) of the disabilities and:</p> <p>1- any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application; and/or</p> <p>2- any reasonable adjustments that you feel should be made to the job itself, which would enable you to carry out the job</p>

### 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?	Yes ★ No ★
If Yes, please give (offence, judgement & date):	
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 <i>arrested</i> 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 gender:	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 ★
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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:

<b>Application Received Date</b>	
<b>Candidate Screening and Selection Process</b>	