



APPLICATION FORM FOR TEACHING STAFF

Please complete this form and return it to Catherine Chau (catherine@oxss.co.uk) with a copy of your CV.

SUBJECT	LEVEL	NOTES

PERSONAL INFORMATION

FIRST NAME:	
FAMILY NAME	
HAVE YOU BEEN KNOWN BY ANY OTHER NAMES?	
IF SO, PLEASE LIST ALL NAMES, TOGETHER WITH THE DATE THAT YOUR NAME CHANGED:	
CURRENT ADDRESS:	
DAYTIME PHONE NUMBER:	
MOBILE PHONE NUMBER:	

OXFORD SCIENCE STUDIES, 1 LONDON PLACE, OXFORD, OX4 1BD, UNITED KINGDOM

+ 44 (0)1865 240637 • INFO@OXSS.CO.UK • WWW.OXSS.CO.UK

OXFORD INTERNATIONAL SCHOOL LIMITED TRADING AS OXFORD SCIENCE STUDIES – COMPANY REGISTERED IN ENGLAND & WALES No. 10519759.

EMAIL ADDRESS:	
NATIONAL INSURANCE NUMBER:	
DO YOU HAVE THE RIGHT TO WORK IN THE UK?	
WHAT IS THE DATE OF YOUR MOST RECENT ENHANCED DBS CERTIFICATE?	
WHAT IS YOUR DBS NUMBER?	

EMPLOYMENT HISTORY

Please give details of your previous employment history (paid and voluntary), starting with your current/most recent job.

FROM (MONTH & YEAR)	TO (MONTH & YEAR)	NAME & ADDRESS OF EMPLOYER	POSITION HELD	REASON(S) FOR LEAVING

PREVIOUS EMPLOYMENT MATTERS

Please state whether you have had any disciplinary proceedings instigated against you which have resulted in a warning or other disciplinary action which is still 'live'?

YES	NO
<p>If yes, please provide details including any unresolved proceedings:</p>	

GAPS IN EMPLOYMENT HISTORY

Please provide a brief explanation for any time when you were either not working or in full-time education.

EDUCATION & QUALIFICATIONS

From A level, IB, or equivalent onwards

NAME OF SCHOOL, COLLEGE, UNIVERSITY	QUALIFICATIONS GAINED SUBJECTS & GRADES	DATE QUALIFICATION AWARDED

OTHER TRAINING AND SKILLS

Do you have any other training or qualifications to this post? E.g. teaching qualification and date issued.

OTHER INFORMATION

IF YOU ARE DISABLED, ARE THERE ANY SPECIAL ARRANGEMENTS THAT WOULD BE REQUIRED TO ENABLE YOU TO ATTEND AN INTERVIEW?

SAFEGUARDING

Oxford Science Studies is fully committed to safeguarding and protecting children, young people and adults, equality and diversity, and there will be a rigorous selection process. Therefore, all staff must fully assist in helping Oxford Science Studies to complete their tutor file. To do so, if asked to attend an interview, we will need you to bring in the following documents, all of which must be the originals:

- Copies of your qualifications
- Your DBS or the supporting documentation in order to apply on your behalf
- Sight of your original Passport or any other ID documents (and visa if applicable)
- Name and contact number of your next of kin

REFERENCES

By completing the next two boxes, you agree to us contacting them for a reference. The first **MUST** be from your current/most recent employer. If this is your first job application since completing full-time education, one referee must be your school teacher or tertiary education tutor.

References from friends and relatives will not be accepted. If you have worked with children (either in a paid or a voluntary basis) those employers will be asked about any disciplinary offences relating to children or if you were the subject of any child protection concerns.

NAME OF REFEREE	
COMPANY NAME	
CONTACT PHONE NUMBER AND EMAIL ADDRESS	

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COMPANY NAME	
CONTACT PHONE NUMBER AND EMAIL ADDRESS	

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If your current role does not work with children, please supply a third referee.

NAME OF REFEREE	
COMPANY NAME	
CONTACT PHONE NUMBER AND EMAIL ADDRESS	

NEXT OF KIN

NAME	
RELATION TO YOU	
CONTACT PHONE NUMBER	

DISCLOSURE AND BARRING SERVICE CHECKS (DBS)

Oxford Science Studies complies fully with the DBS Code of Practice. As such, we ask to see the original of your DBS and make a note of the disclosure number, date of issue and any relevant convictions. If you do not have a DBS, we will apply for one on your behalf. In order to do this, we will ask you for certain documents.

If you have any criminal convictions, cautions, including those regarded as spent and not included on any government list of regulatory body, you must disclose them in the below box.

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ACCESS PERSONAL CHECKING SERVICES LTD (APCS)

Oxford Sciences Studies complies fully with APCS. If you have worked or been a resident overseas in the previous 5 years, Oxford Science Studies will obtain a criminal record and List 99 check from the relevant authority in that country and seek any additional information, if needed.

If you have any criminal convictions, cautions, including those regarded as spent and not included on any government list of regulatory body of that country, you must disclose them in the below box.

SUPPORTING STATEMENT

Please provide a brief explanation of why you feel you are suitable for this role:

GDPR CONSENT

I agree to give my consent for Oxford Science Studies to keep my details for the purpose of the tutor file to offer me work in the future until _____ Please note that 01/12/28 is the latest date we currently have, but if you have decided you would like to be removed earlier than the agreed date, please email catherine@oxss.co.uk.

I agree to the above declaration (please tick)

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 work will be conditional upon satisfactory screening (including references and DBS checks). I agree that any deliberate omission, falsification or misrepresentation in the application form or supporting documentation will be grounds for terminating any future work.

I agree to the above declaration (please tick)

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: