



JOB APPLICATION FORM

Position for which you are applying:	
Location:	
Availability dates:	

PERSONAL DETAILS

Title:	First Name:	Surname:
Address:		
City:	Postcode:	Country:
Email:	Telephone:	Skype/Zoom ID:
Do you require a work permit to work in the UK? Yes No		
Where did you hear about the vacancy for which you are applying?		

QUALIFICATIONS

Please list all subjects taken in chronological order. Continue on a separate sheet if necessary.

Qualification	Subject	Establishment	Study Dates	Grade

EMPLOYMENT HISTORY

Please give details of your current and previous employment, starting with your most recent. Continue on a separate sheet if necessary.

Name and address of employer:		
Job title:	From: (MM/YY)	To: (MM/YY)
Please summarise your role and responsibilities:		

Name and address of employer:		
Job title:	From: (MM/YY)	To: (MM/YY)
Please summarise your role and responsibilities:		

Name and address of employer:		
Job title:	From: (MM/YY)	To: (MM/YY)
Please summarise your role and responsibilities:		

Name and address of employer:		
Job title:	From: (MM/YY)	To: (MM/YY)
Please summarise your role and responsibilities:		

GAPS IN EMPLOYMENT HISTORY

Please provide a brief explanation for any time when you were either not working or in full-time education. Continue on a separate sheet if necessary.

FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

Please read the job description and person specification carefully and comment on your suitability to the position for which you are applying against the set criteria. Continue on a separate sheet if necessary.

REFERENCES

Please give details of two referees, one of whom must be your current or most recent employer:

Name:	Name:
Company:	Company:
Position:	Position:
Working relationship:	Working relationship:
Telephone:	Telephone:
Email:	Email:
May we contact this referee prior to interview? Yes No	May we contact this referee prior to interview? Yes No

MONITORING FORM

Oxford Spires International strives to operate a policy of equal opportunity where candidates are treated on the basis of their merits and abilities, eliminating unfair and unlawful discrimination. To help us monitor this, please provide the requested information, which will be used for monitoring purposes only.

Date of Birth: (DD/MM/YY)	Nationality:	Sex: Male Female
----------------------------------	---------------------	---------------------------------------

ETHNIC ORIGIN

How do you identify your ethnic origin? Please circle one of the following:

White British Irish Other (please specify):	Mixed White & Black Caribbean White & Black African White & Asian Other (please specify):
Black or Black British Caribbean African Other (please specify):	Asian or British Asian Indian Pakistani Bangladeshi Other (please specify):
Chinese or Chinese British Chinese Other (please specify):	Other Ethnic Background Please specify:

RECRUITMENT PROCESS

APPLICATION

1. Read job description.
2. Complete the application form and send to admin@oxfordspires.education. Please attach a current CV and covering letter detailing your suitability for the post. Please ensure that you explain any gaps in your employment history within the application form, or on a separate sheet if necessary.

PRE-INTERVIEW

1. Confirm interview time with Recruitment Manager.
2. Receive and complete the pre-interview task.
3. Receive and read the staff handbook, code of conduct and safer recruitment document.

INTERVIEW

1. All interviews will be conducted over Skype, Teams or Zoom. Please ensure you have an account for one of these applications and reliable internet connection at the time of interview.
2. You will be advised of the interview panel prior to interview.
3. You will be asked questions about the pre-interview task.

POST-INTERVIEW

1. Referees to be contacted.
2. DBS check* to be completed.

PRE-APPOINTMENT

1. Subject to satisfactory references and DBS check, a contract and offer letter will be sent to successful candidates along with other HR documentation.
2. Recruitment Manager to receive all completed documentation, copies of certificates and identification prior to commencing employment.
3. Original certificates and identification to be brought to the staff induction for document check.

If you require any adjustments to be made during the recruitment process or have any questions about any part of the process, please contact us at admin@oxfordspires.education.

*For overseas applicants, or UK nationals who have been resident overseas in the last 12 months, we shall require a local police report or a 'report of good conduct' from your local police station/authority.