



## NOTES FOR CANDIDATES

We are delighted that you wish to apply for a post with the University of Oxford. Please read this information carefully before submitting your application.

### How to apply

Applications for this post must include all of the following:

- your curriculum vitae (CV)
- a letter explaining how you meet the requirements of this post (these are described in the further particulars)
- completed personal details and equal opportunities monitoring forms (attached).

You should ensure that your CV describes what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependent, travel, or for any other reason. Your application will be judged solely on the basis of how your skills and experience match the requirements of the post, and we are happy to consider transferable skills or experience which you may have gained outside the context of paid employment or education.

Please send your CV, covering letter and the completed forms by post to:

The Personnel Officer  
Department of Politics and International Relations  
University of Oxford  
Manor Road  
Oxford OX1 3UQ

or by email to:

[vacancies@politics.ox.ac.uk](mailto:vacancies@politics.ox.ac.uk)

### Where can I download the forms?

<http://www.politics.ox.ac.uk/about/vacancies/>

### How will the information on the forms be used?

The information collected on the equal opportunities recruitment monitoring form does **not** form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the University's equal opportunities policy.

Your CV, covering letter and personal details form will be circulated to the selection panel. They will use this information to assess your suitability for the post against the selection criteria. If appointed, your application will be retained on your confidential staff file. If you are unsuccessful, your application will be retained for six months and then disposed of securely.

At all times the information will be held securely in accordance with the terms of the Data Protection Act 1998.

### Am I eligible for apply to work for the University?

All appointments are made in accordance with the University of Oxford Equal Opportunities Policy and Code of Practice and applications are welcomed from a wide range of candidates. The University undertakes not to discriminate unlawfully against any applicant on the basis of any information revealed.

The Immigration, Asylum and Nationality Act 2006 make it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.

Applicants who would need a work visa if appointed to the post, are asked to note that under the UK's new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

- (i) they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English)

and

- (ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment.

Further information is available at:

[http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/general\\_arrangements/eligibility/](http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/general_arrangements/eligibility/)

In accordance with current Home Office regulations you may not be eligible to apply to work for the University if you do not have the right to work in the UK and you are applying for a post in grades 1-5.

### **Will I be asked to provide any other information?**

Employment with the University is conditional upon satisfying the following requirements:

- proof of identity – in the form of a passport, birth certificate, or other acceptable document
- proof of address – in the form of a recent utility bill or bank statement
- proof that you are entitled to work in the UK
- proof of any qualifications required for this post – in for the form of certificates or transcripts.

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

In addition, if you are selected for this post:

- your medical fitness to undertake the duties of the post will be assessed by the University's Occupational Health Service
- we will take up references to ensure your suitability for appointment.

Employment with the University is also subject to satisfactory completion of a probationary period.

### **References**

Please give the details of three people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have direct experience of your work through working closely with you for a considerable period and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who know you from recent college, school or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (eg 'line manager', 'work colleague', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; your attendance during the last 12 months; and of any disciplinary processes which are still considered live. We will assume that we may approach them at any stage unless you tell us otherwise. If you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example, if you are called to interview) you must state this explicitly alongside the details of the relevant referee(s).