**Application Form: Teaching Associate and Teaching Fellow**

School of Geography and the Environment, including the ECI, SSEE and TSU

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| **1. Personal Details** | |  |
| **Title** |  | |
| **First name** |  | |
| **Surname** |  | |
| **Nationality** |  | |
| **Telephone Number** |  | |
| **Email** |  | |

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| --- | --- | --- |
| **2. Teaching Details** | |  |
| **Course(s) being taught on** |  | |
| **Start Date** |  | |
| **End Date** |  | |
| **Status requested** | *Select as appropriate*  Teaching Associate  Teaching Fellow | |
| **Justification for Fellow title** (if requested) |  | |
| **Other Comments** |  | |

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| **3. Approval** | |  |
| **Course Director Signature** |  | |
| **Date** |  | |
| **Head of Administration and Finance Signature** |  | |
| **Date** |  | |

**Collection Notice**

Information provided about yourself ('personal data') in the above form will only be used for the purpose of processing your application. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose. We are processing your data only because you have given us your consent to do so by submitting your application. You can withdraw your consent at any time by contacting us. In this event, we will stop the processing as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent. Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above. We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements. Your data will be held securely in accordance with the University's policies and procedures. Further information is available on the University's website. Information on your rights in relation to your personal data are explained here.

We (the University of Oxford) are the 'data controller' for this information, which means we are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation. If you wish to raise any queries or concerns about our use of your data with respect to the purposes described above, please contact the Head of School’s PA in the first instance.