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| --- | --- |
| **Your name:** |  |
| **Your department/college:** |  |
| **Your division:** |  |
| **Your job title:** |  |
| **Your grade:** We ask this so that we can match you with an appropriate mentor |  |
| **What support are you looking for:**  |  |
| **1. CV feedback** | **Yes / No** |
| **2. Transferrable skills and skills gap** | **Yes / No** |
| **3. Writing an application** | **Yes / No** |
| **4. Preparing for interview** | **Yes / No** |
| **5. Debriefing after an interview** | **Yes / No** |
| **Priority candidates**Have you engaged with the priority candidate support scheme? <https://hr.admin.ox.ac.uk/priority-candidates-support-scheme> **Yes / No**If Yes, are you happy for People and Organisational Development to share to the scheme organisers when you are matched with a mentor to help provide more joined-up support to you? **Yes / No** |
| If you are asking for help with a particular application please provide below further details about the vacancy you are applying for e.g. job title, department. |
|  |
| Are you working to a particular timescale? If so what is the last date that would be helpful to you in terms of meeting a mentor? |
|  |
| Is there anything else that would be helpful for us to know? |
|  |
| **Please note: Our mentors work in the University or one of its colleges. If you want your request to exclude mentors from a particular department or college, please let us know.** |

Once you have completed this form, please email a copy to People & Organisational Development at pod@admin.ox.ac.uk. Thank you