**Taking Stock Career Development Programme**

**Application form: Hilary 2022**

**Please return completed form to** [**training@mpls.ox.ac.uk**](mailto:training@mpls.ox.ac.uk) **by 5pm Friday 28th January 2022**

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| **Name** |

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| **Department** |

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| **Contact details:**  **Address**  **Your Oxford University email address**  **Mobile phone** |

**PLEASE COMPLETE THE FOLLOWING SECTION AND THOSE ON THE NEXT PAGE IN FULL. APPLICATIONS THAT DO NOT PROVIDE THE INFORMATION REQUESTED WILL NOT BE CONSIDERED**

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| **How long have you been a member of research staff?** |

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| **Have you attended a career ore personal development programme before, either in the University or elsewhere? Y / N**  **If so, please give details, including what the programme was and when you completed it** |

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| **Please describe your reasons for taking part in this programme. You are encouraged to refer to the learning outcomes of the programme (See** <https://www.mpls.ox.ac.uk/training/courses/taking-stock>) **and show how these will support your effectiveness in your role and / or your career development (Please expand the box if needed)** |

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| **The workshop days are**  **10.00 - 14.30 - 8 February 2022**  **w/c 21 February 2022 - 121 with tutor (1 hour)**  **w/c 7 March 2022 - Action Learning Sets with groups (set in your own time)**  **10.00 - 14.30 - 15 March 2022**  **Please confirm that you are able to make this commitment by ticking this box**   |  | | --- | |  |   **You should discuss and agree your attendance with your supervisor/head of research group/ line manager; please ensure that they are aware that you will be attending the three workshops in full. Please tick to confirm you have done this.**   |  | | --- | |  | |

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| **Special Dietary Requirements** |
| **Access Requirements** |
| **Any additional information that we need to know in order to ensure that you are able to attend and participate fully in the course** |

**I confirm that I have read all sections of this form, including the Privacy Notice below.**

**I understand that if I am offered and accept a place on Taking Stock I am agreeing to**

* **attend the three workshop days in full**

**NB The application deadline is 5.00pm on Friday 28th January 2022**

**Applicant signature \*…………………………………………………………………………………………………………….**

\*Signature not required for forms sent from the applicant’s University email address.

**Privacy notice for Taking Stock applications**

**Data protection**

In the course of completing this application for a place on the MPLS Taking Stock course, you will have provided information about yourself (‘personal data’). We (the University of Oxford) are the ‘data controller’ for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

***How we use your data***

We will use your data to communicate with you about your application, and if you are offered and accept a place on the course, to communicate with you and carry out administrative arrangements for the course, including arrangements for evaluating the course after it is finished.

We need to process your data for these purposes in order to fulfil our contractual obligations to you in relation to the Pathways course.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

***Who has access to your data?***

Access to your data within the University will be provided to those who need to view and/or process it as part of their work in carrying out the purposes described above.

***Retaining your data***

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.

***Security***

Your data will be held securely in accordance with the University’s policies and procedures. Further information is available on the University’s Information Security website: <https://www.infosec.ox.ac.uk/>

***Where we store and use your data***

We store and use your data on University premises, in both a manual and electronic form.

***Your rights***

Information on your rights in relation to your personal data are explained [here](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/).

***Contact***

If you wish to raise any queries or concerns about our use of your data, please contact us at [training@mpls.ox.ac.uk](mailto:training@mpls.ox.ac.uk).