|  |  |
| --- | --- |
| **APPLICATION FOR EMPLOYMENT** **POSITION APPLIED FOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Where did you hear about this post?****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  | LMH_single colour_bitmap |
|  |  |

|  |
| --- |
| **PRIVATE AND CONFIDENTIAL****Return this form to: HR Administrator** **Lady Margaret Hall** **Norham Gardens** **Oxford OX2 6QA****Or email:** **hradministrator@lmh.ox.ac.uk** |
| **Surname** | **Forename(s)** | **Title** |
| **Address** **Postcode** |
| **NI No** | **Telephone number** | **Email** |
|  |  |
| **Are there any restrictions on you taking up employment in the UK? Yes No (If yes, please provide details)** |

**EDUCATION HISTORY**

|  |
| --- |
| **Schools/colleges/university Qualifications gained and dates** |

|  |
| --- |
| **EMPLOYMENT HISTORY (Please complete in full and use a separate sheet if necessary)** |
| **FROM - TO** | **NAME & ADDRESS OF EMPLOYER** | **JOB TITLE** | **DUTIES** | **RATE OF PAY** | **REASON FOR****LEAVING** |
|  |  |  |  |  |  |
| **Notice required in current post:** |

|  |
| --- |
| **OTHER EMPLOYMENT** Please note any other employment you would continue with if you were to be successful in obtaining this position. |

**REFERENCES**

|  |
| --- |
| Please note here the names and addresses of two persons from whom we may obtain both character and work experience references. |
| **1.**  | **2.** |

**CRIMINAL RECORD**

|  |
| --- |
| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure and Barring Service. |

**APPLICATION STATEMENT**

Detail how you meet the person specification and why you wish to apply for this position. Add additional sheets as necessary.

**DECLARATION (Please read this carefully before signing this application)**

|  |
| --- |
| 1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

 Signed: ………………………………………………….. Date: ……………………………………….. |

