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| **APPLICATION FOR EMPLOYMENT**  **POSITION APPLIED FOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Where did you hear about this post?**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | LMH_single colour_bitmap |
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| **PRIVATE AND CONFIDENTIAL**  **Return this form to: HR Administrator**  **Lady Margaret Hall**  **Norham Gardens**  **Oxford OX2 6QA**  **Or email:** [**hradministrator@lmh.ox.ac.uk**](mailto: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**

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| **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:** | | | | | |

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| **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**

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| 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)**

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| 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: ……………………………………….. |

