



**APPLICATION FOR EMPLOYMENT**

**POST TITLE:**

<b>SURNAME:</b>	<b>TITLE:</b>
<b>FIRST NAMES:</b>	<b>N I NUMBER:</b>
<b>ADDRESS:</b>	<b>DAYTIME TELEPHONE:</b> <b>EVENING TELEPHONE:</b>
<b>POSTCODE:</b>	<b>E-MAIL ADDRESS:</b>

**PRESENT POST:** (Please provide company name, job title, main responsibilities, dates, salary details and reason for leaving/seeking alternative position)

If offered the post, how soon could you start:

**PREVIOUS POSTS:** (Please provide company name, job title, main responsibilities, dates, salary details and reasons for leaving. Please include all posts from the year you left school. Include any periods of unemployment or care of a child/relative. (PLEASE DO NOT LEAVE ANY GAPS).

*(Please continue on a separate sheet if necessary).*

Has your current or previous employer instigated disciplinary proceedings against you which have resulted in a warning or other disciplinary action? **YES / NO**  
If yes, please give details, including any pending proceedings:

Are there any restrictions on your taking up employment in the UK? **YES/NO** If yes, please give details.

**EDUCATION: SECONDARY AND HIGHER:** (Please provide dates and qualifications obtained)

**PROFESSIONAL AND OTHER QUALIFICATIONS AND TRAINING:** (Please provide dates)

**PERSONAL STATEMENT**

Please explain how you meet the essential and desirable criteria listed in the person specification

*(Please continue on a separate sheet if necessary).*

**NAMES AND CONTACT DETAILS OF TWO REFEREES:** *(One of these must be your current or most recent employer)*

1.

TEL:

EMAIL:

2.

TEL:

EMAIL:

**Referees will be contacted directly unless you indicate otherwise next to the referee's name above.**

**OTHER INFORMATION:**

Have you been convicted of any criminal offence which is not 'spent' under the Rehabilitation of Offenders Act 1974 or are there any criminal proceedings currently pending against you? **Yes / No**

If yes, please give details:

Please state where you saw this vacancy advertised:

**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 understand that North Oxford Shared College Services is committed to protecting the privacy and security of personal data and that information will be processed in accordance with the General Data Protection Regulation, UK data protection legislation and the College's Data Protection Policy.

**A privacy notice for applicants and information about how we use your data can be found at**

<https://www.lmh.ox.ac.uk/about-lmh/further-information/privacy-and-data-protection>

**DATE:**

**SIGNATURE:**

Please send your completed application form by email to [recruitment@lmh.ox.ac.uk](mailto:recruitment@lmh.ox.ac.uk) no later than midday on Friday 22<sup>nd</sup> January 2021.