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| **APPLICATION FOR EMPLOYMENT** **POSITION APPLIED FOR: Student Finance Officer** **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:** **recruitment@lmh.ox.ac.uk** |
| **Surname** | **Forename(s)** | **Title** |
| **Address** **Postcode** |
| **NI No** | **Telephone number** | **Email** |
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| **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** |

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| **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**

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| 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: ……………………………………….. |

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Please note that any personal data submitted to Lady Margaret Hall as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the LMH Privacy Notice at: <https://www.lmh.ox.ac.uk/privacy-notice>