

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: Night Porter

Where did you hear about this post?



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

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I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.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:

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>