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| **APPLICATION FOR EMPLOYMENT**  **POSITION APPLIED FOR: Academic Office Assistant**  **Where did you hear about this post?**  **Daily Info** | 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**](mailto:hradministrator@lmh.ox.ac.uk) | | | | |
| **Surname: Hurtado Ramos** | | **Forename(s): María del Rosario** | | **Title: Mrs** |
| **Address**  **29A Wren Road**  **Postcode: OX2 7SX** | | | | |
| **NI No: Have applied for it** | **Telephone number: 07765 797 864** | | **Email**  [Rosario\_hurtado@hotmail.com](mailto:Rosario_hurtado@hotmail.com) | |
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| **Are there any restrictions on you taking up employment in the UK? Yes No X (If yes, please provide details)** | | | | |

**EDUCATION HISTORY**

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| **Schools/colleges/university Qualifications gained and dates**  **2008-2009.** Centro Polanco de Extensión Académica. **National Autonomous University of Mexico** (UNAM) Diploma in Information Technologies  **1994-1998:** Faculty of Superior Studies at Acatlan. **National Autonomous University of Mexico**.  BSc in Applied Mathematics and Computer Science  Additional education  **2019-Current**. English and Functional skills ESOL Level 2. Abingdon and Witney College.  **2018-2019**. English and Functional skills ESOL Level 1. Abingdon and Witney College.  **2011**. English ESOL Entry 3 Level. Abingdon and Witney College.  **1998**. Teacher training. Docent Formation Department. National Autonomous University of Mexico (UNAM). |

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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** |
| 2018-Current  2011-2018.  2014-2015.  2009-2011  2006-2011  2004-2006  1998-2004  1997-2004  1992-1994 | Cherwell Gymnastics Club  [http://www.cherwellgym.co.uk](http://www.cherwellgym.co.uk/)  Wolfson College, University of Oxford, UK  Researcher Lisa Patrick Bentley at Ecosystems Lab, University of Oxford. UK.  National Autonomous University of Mexico (UNAM). Mexico  National Autonomous University of Mexico.  National Autonomous University of Mexico.  National Autonomous University of Mexico.  National Autonomous University of Mexico.  Metropolitan Containers Ltd | Voluntary Gymnastics Coach Assistant  Voluntary Event Organizer for the Family Society  Data entry  Database Manager & Student Services Manager  Systems tester  IT Administrator  Professor Assistant  Undergraduate Mathematics Professor  Secretary | Coach 6-14 y.o. gymnastics students  Organize events for graduate students that have families living in Wolfson College  Input data from paper into database  MS Database manager, train system users.    Devops and software tester for internal applications.  IT support manager with Mac and Windows equipment  Teach Calculus and Graph Theory to undergraduate students  Help the Head of Mathematics division to manage groups assignments (teachers/students)  Personal assistant to the CEO |  | Moved out of the College  This was a temporary job  Moving to UK  Moving to UK  Promotion  Promotion  Promotion    Schedule issues  Starting University |
| **Notice required in current post: Available immediately** | | | | | |

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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.  None |

**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. Juliet Field  Cherwell School, North Site  Marston Ferry Road  Oxford  OX2 7EE  E: jools.field@binternet.com  T: 07415 728396 | 2. Mark Greenaway  Oxfordshire Adult Learning  The Union, Collins St, Cowley OX4 1EE  E: mark.Greenaway@abingdon-witney.ac.uk   T: 01235 555 585 |

**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.  **None** |

**APPLICATION STATEMENT**

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

I have over 7 years’ experience in the Student Services sector and over 7 years’ experience teaching University student. I believe the knowledge and skills built up during this time make me the right candidate for the role.

Between 1998 and 2010 I worked as a data entry for 4 years, I worked as an IT support manager for over 4 years and lastly as a software deployer and tester (DevOps) for over 4 years. All within an academic environment.

As a data entry I successfully kept the Database of all academics in the Mathematics Division of my Campus as well as their groups and classes. As an IT support manager, I had a team of interns/students under me with which I managed the area of Graphic Design, which used Macintosh and Windows equipment. As a tester I deployed and tested internal software used for admissions to Latin America’s largest language center and the second biggest worldwide. I also trained the final users of the software. Overall, I have a fair knowledge of Databases.

With my previous experience and expertise, I believe my contribution will have an immediate impact on the business at Lady Margaret Hall College.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

**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: …Maria del Rosario Hurtado Ramos. Date: ……27 September 2019………………………………….. |

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