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| London Borough of Tower HamletsApplication for EmploymentIn Malmesbury Primary School |
| Job applied for: |  | Reference No: |  |
| It is important that you read the guidance notes before completing this application form. Please fully complete this form by saving and completing on your computer, and return to careers@malmesbury.towerhamlets.sch.ukApplications received after the closing date / time will not be considered. |
| **The information you supply on this form will be treated in confidence** |
| Personal details |
| Last name: |  |
| First name(s): |  |
| Address: |  |
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| Post code: | Email:  |
| Home telephone: |  | Daytime telephone: |  |
| Mobile telephone: |  |
| National Insurance No: |  |

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| Are you applying for a job share? | Yes [ ]  No [ ]  |
| Do you have a job share partner? | Yes [ ]  No [ ]  |
| Are you able to take up employment in the UK with no current immigration restrictions? | Yes [ ]  No [ ]  |
| Do you hold Qualified Teacher StatusIf yes please give date of award. | Yes [ ]  No [ ]  Date: |
| QTS certificate number |  |
| Have you successfully completed a period of induction as a qualified teacher in this country where the DfES required this?If yes please give date of completion | Yes [ ]  No [ ]  |
| Teacher Reference number (DfES number)(e.g. 12/34567) |  |
| Are you registered with the GTC? | Yes [ ]  No [ ]  |
| Are you subject to any conditions or prohibitions placed on you by the GTC (or another GTC in UK)?If yes please give details | Yes [ ]  No [ ]  |
| Dates **not** available for interview:(If these dates clash with the interview date we will try to re-arrange but cannot guarantee to do this.) |  |
| **If you are successful you must provide evidence of the above details prior to your appointment** |
|  Current or most recent employment/voluntary work |
| Employer: |  |
| Job Title: |  | FT/PT |  |
| Address: |  |
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|  |
| Post code: | Current start date: |
| Current/last salary: |  | Grade: |  | Benefits: |  |
| Reason for leaving: |  |
| Period of notice:  |  |
| Brief description of main duties/responsibilities. (Please continue on a separate sheet if necessary) |
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| Previous Employment or Work Experience Record |
| Please provide full details of all your previous paid and unpaid employment in date order since leaving full-time education, explaining any breaks. |
| Name of employer and type of business | Position held, duties and responsibilities | Reason for leaving | Dates from - to |
|  |  |  |  |
| **Education Qualifications & Training obtained from schools / colleges / universities** |
| Name of Schools, Colleges, Universities etc. | Name of Course | Dates from - to | Qualifications and Grades obtained |
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| Other relevant qualifications or records of achievement |
| Please provide details of any other relevant qualifications or records of achievement (e.g. courses attended), including membership of professional bodies. (Please note, if you are appointed we will need to see your original qualification certificates. Continue on a separate sheet if necessary).  |
| Professional Qualifications and Memberships of Professional Bodies | Qualifications and / or Grades obtained | Dates from - to | Level of achievement |
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| Personal Statement |
| Abilities, skills, knowledge and experience |
| Please use this section to explain in detail how you meet all of the requirements of the Person Specification and why you consider yourself suitable for the post. This should include all aspects of your education and experience, including paid or voluntary work, study or training that are relevant to this position.  |
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| References |
| Please give the names and addresses of two people who are willing to provide references relating to your work experience and suitability for the post you have applied for. One must be your present or most current manager. Please note that we reserve the right to approach any of your previous employers for a reference.If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children. |
| Reference 1 |
| Name: |  |
| Job title: |  |
| Work relationship: |  |
| Organisation: |  |
|  |
| Address: |  |
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|  | Post code: |  |
| Telephone: |  |
| E-mail: |  |
| May we approach them at this stage? | Yes [ ]  No [ ]  |

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| For posts graded PO6 and above and other specified posts references must be taken up in advance of interview |

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| Reference 2 |
| Name: |  |
| Job title: |  |
| Work relationship: |  |
| Organisation: |  |
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| Address: |  |
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|  | Post code: |  |
| Telephone: |  |
| E-mail: |  |
| May we approach them at this stage? | Yes [ ]  No [ ]  |

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| Declarations |
| Relatives/other interests  |
| Any candidate who directly or indirectly canvasses a Councillor or senior officer of the Council will be disqualified. |
| Are you related to or do you have a close personal relationship with a Member (Councillor) or employee of the London Borough of Tower Hamlets? | Yes [ ]  No [ ]  |
| If yes, please specify:  | Name: |       |
| Position: |       | Relationship:  |       |
| If appointed, do you have any interests, carry out any work or hold any appointments that may conflict with this Council's employment? | Yes [ ]  No [ ] If yes, please detail on a separate sheet. |
| Criminal convictions |
| Do you have a Criminal Conviction(s) or police caution(s)? | Yes [ ]  No [ ]  |
| If you answer yes and you are successfully shortlisted you will be expected to provide the panel with details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential'. The envelope will only be opened and considered if the panel agree to appoint you for the post. If you are not selected the envelope will be securely destroyed. Failure to disclose any conviction(s) for an exempt post, whether spent or not may lead to the withdrawal of the offer of employment. If the job description for the post you are applying for indicates that a Criminal Records Bureau Disclosure is required, further information will be provided to you if the Council makes you an offer of employment |
| Data Protection Act 1998 |
| Under the Data Protection Act 2018 (GDPR Act 2018), Tower Hamlets Council reserves the right to collect, store and process personal data about applicants in so far as it is relevant to your application. This also applies during employment and for six years thereafter. This includes processing of sensitive data for the purposes of monitoring the Council's equality and diversity policy. |

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| Statement to be signed by the applicant |
| The Council is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives. I acknowledge that the Council is under a duty to protect the public funds it administers and to this end I agree it may use information provided on this form for the prevention and detection of crime and it may share this information with other bodies solely for these purposes. I have read, and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.I confirm that to the best of my knowledge, the information given in this application form is true and correct and gives a fair representation of my skills and work experience. I understand that giving false or misleading statements or withholding information may result in disciplinary action including dismissal from the Council or withdrawal of an offer of employment. [ ]  I confirm that I am not on list 99, nor ever have been, disqualified to work with children, or subject to sanctions imposed by a regulatory body. I confirm that I have no convictions, cautions or bondover.**Or** (*tick one only*)[ ]  I confirm that I have attached details of my record in a sealed envelope marked ‘private and confidential’. I hereby give consent to the collection, storage and processing of my personal data. |
| Please note: If you are returning this form by e-mail, you will be asked to sign your application upon being called for interview. Candidates selected for interview will be notified within three weeks of the closing date. |
| Signed: | date: |

Guidance on how to fill in this application form

1. **Checklist**

√ Complete all sections of the form

√ Complete a draft of the form to avoid any mistakes

√ Personal Details: Please tick the appropriate box if applying for a job-share. You can apply with or without a job share partner.

√Employment History: You must give your full employment history; paid or unpaid and explain any gaps in employment.

√ Education Qualifications & Training: Please list these and record any membership of professional bodies. Please note, if you are appointed we will need to see your original qualification certificates.

√ Personal statement: Choose those areas of your abilities, skills and experience that are relevant to your are applying for. Remind yourself of qualities and skills you may take for granted. Remember, as well as telling us about paid work you have done, you should also consider other experience you may have. This might include experience gained at home, in the community or through voluntary, leisure or college activities. You should provide evidence, using examples to demonstrate. For Example “ I managed conflicting deadlines”-then explain how you achieved this.

 If you are starting work for the first time, we know you may not be able to fill in much detail in this part of the application form so give us as much information as you can in the other sections.

If you consider yourself to be disabled , you are encouraged to declare your disability when applying for a job. We are positive about employing disabled people. As a holder of the Two Ticks Disability Symbol, we guarantee you an interview if you meet the requirements of the job.

**2. References**

It is our policy to approach current employers,

Whether or not you name them as a referee. We also approach additional previous employers where necessary. If it is your wish that we do not contact your referees before interview, please indicate this on the form. References will not be accepted from relatives or people writing soley in the capacity of friends.

**3. Prevention of illegal working**

Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence of an employer to employ a person who is subject to immigration control (i.e. a person who requires leave to enter/ remain in the UK) unless he or she is entitled to be employed in the UK. We are obliges to ask all successful applicants to provide evidence that they are entitled to work in the UK. Before we can confirm the offer of employment, you must provide relevant proof of eligibility to work in the UK.

**4. Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 was passed by the Government, to ensure that anyone convicted of a criminal offence were not permanently disadvantaged in the job market. In essence, people are to be given another chance. You do not have to advise us of ‘spent’ convictions (except see\* below) but if you have a criminal conviction that is not ‘spent’ (see www.lawontheweb.co.uk) you must advise us of this.

Some jobs\*, Mostly those involving working with Children (all school based posts) and vulnerable adults, are exempted from the Act and so any criminal conviction is never considered to be ‘spent’ and you must advise us of any conviction you have had in the past. If you tell us that you have a criminal conviction and we offer you an interview, you must take with you to the interview details of the conviction(s) or offence(s) in a sealed envelope marked ‘private and confidential’ with your name and the title of the job for which you are applying.

The envelope will only be opened and considered if we agree to appoint you for the post. If you are not selected, the envelope will be securely destroyed. Failure to disclose any conviction(s) for an exempt post, whether spent or not, may lead to the withdrawal of the offer of employment. The job description will state whether the post you are applying for is exempt from the Rehabilitation of Offenders Act. If you declare that you have a criminal record this will be assessed in relation to the tasks you will be required to perform and the circumstances in which the work is to be carried out.

**5. Criminal Record Bureau (CRB Checks)**

We use the CRB Service to assess the suitability of applicants for the position of trust and fully comply with the CRB’s Code of Practice. We undertake to treat all applicants fairly and to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of convictions or other information revealed. A criminal record will not necessarily be a bar to your appointment.

The job description will state whether a CRB check is required.

Full details of the CRB can be obtained from [www.disclosure.gov.uk](http://www.disclosure.gov.uk) or by telephoning 0870 9090811. We comply with the requirement of the CRB in relation to secure storage and handling of data.