

# London Borough of Tower Hamlets

## Guidance for completing the application form

**Please read these notes carefully before applying.**

The following information is designed to assist you in applying for a job at Tower Hamlets Council including jobs in schools. The information you give us in your application is the only information we will use in deciding whether or not you will be short-listed. Your application form and supporting statement is therefore very important and the following advice is designed to help you complete it as effectively as possible.

You must fill in all sections of the form **in BLACK INK**, making sure the information you provide is clear and accurate.

It may be a good idea for you to write out your application in draft first to avoid mistakes, repetitions and any additional errors. Do ensure that the information you give us is well organised and relevant.

### **You should:**

Complete all sections. Do not attach your CV to the 'relevant job information' section. We do not accept CV's as we prefer to consider all applications on the basis of the information provided on a common application form. It is therefore important that you fully complete the form.

The job description sets out the main duties and responsibilities of the post and the person specification describes the skills, knowledge and experience and qualifications (if relevant) required to carry out the role.

It is these requirements that form the basis of the short-listing and interview process. Therefore please ensure that you address fully each of the criteria set out in the person specification.

Always remember to specify your own responsibilities rather than those of your section or department.

### **Sections of the application form.**

- **Job applied**

Please ensure you complete the job title and reference number which can be found on the advertisement. You should also state where you saw the job advertised, being as specific as you can (for example if you saw the job in a newspaper, please specify which one). This will allow us to assess the effectiveness of our advertising methods which is important for us so that we can use ensure that we are using the most effective media.

- **Personal details**

Make sure you complete this section fully. It is important that you provide us with a full address and contact details as we will need this to contact you should you be short-listed for interview.

- **Present or most recent employer**

Detail the name and address of the organisation, your position and grade, the date you started at the organisation and the date and reasons for leaving (if applicable). You will also be required to include a brief description of your duties.

- **Previous employment**

In this section, it is important that you include all relevant work experience including part-time work or temporary jobs, work experience or voluntary work. Remember to fill in fully the name and address of employer, your position and salary, main duties of the job and the dates you started and left, including reason for leaving and if you have any break in service including what you were doing during that period .

- **Health**

Please state number of days you have been absent from work due sickness in the past twelve months, stating how many periods of absence does this represent. Please ensure that the information you provide is accurate as we may need to write to your GP; any false or misleading information could result in an offer being withdrawn or disciplinary action up to and including dismissal.

The Council operates a sickness policy with trigger points; if your sickness absence exceeds 5 days or if you have been sick on more than 3 separate occasions you may be asked questions about this at your

interview and may be a deciding factor if you are to be considered for a post although this will depend on individual circumstances.

- **Other relevant qualifications or records of achievement**

Please provide details of any relevant qualification or records of achievement for example courses/training attended, including membership of professional bodies that has been indicated in the advert and person specification as relevant to the job.

We are also interested in any relevant courses which did not lead to an examination or qualification and will take into account equivalent education/qualifications gained overseas or part of a vocational training course.

Please note that if your application is successful and you are invited to attend an interview, we will need to see your original certificate (s).

- **Personal statement (abilities, skills, knowledge and experience)**

This section is where you need to demonstrate how you meet the criteria set out in the Person Specification. The Person Specification is a picture of skills (listed under the headings of our core values), knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet the following essential criteria.

You should use each criterion as a sub-heading and give real examples of how you meet the criteria. When completing this section of the form, try to list your examples in the order they appear in the Person Specification, as this will help when we are short-listing. If you do not address each criterion on the person specification, you may not be short-listed. Feel free to continue on a separate sheet if you need more room but don't forget to put your name and the job reference you are applying for at the top of each page.

The examples you give should outline what you have done in the past or in your current job, for example if one of the criterion in the Person Specification is 'ability to communicate' it will not be adequate to just state 'I am an effective communicator'. You must provide an example of how you have demonstrated effective communication skills.

If you have little or no work experience think of things you have done where you can transfer skills used at school or college, for example organising course materials, meeting deadlines, planning and working on a project.

You may also have considerable domestic and/or caring responsibilities such as household budgeting or organising activities, these are skills that may be relevant to the post.

Remember; be positive about your personal skills and achievements.

- **References**

Please complete details for both referees who should not be related to you. One must be your present or most current manager. If you are a school/college leaver, please give us the name and address of the head teacher/tutor and also the manager of your most recent work experience placement, if applicable. We reserve the right to approach any of your previous employers for a reference. Please indicate on the form if you do not want us to contact your referees unless you are offered the job.

Relatives and friends must not be used.

However, for post graded PO6 (this will be indicated on the job description) and other specified posts references will be taken up in advance of the interview.

- **Declaration**

When applying for or being considered for a job, you must disclose if you are a relative of a Councillor or a senior officer for the council to ensure that we treat all applications fairly. In signing the form you confirm that all the information you have given in the application form is true and accurate. Giving false information which results in your appointment to the council's service may lead to dismissal without notice.

### **More information about your application**

- **Criminal convictions**

The council has a policy not to discriminate against people with convictions and will assess each individual on a case-by-case basis taking into account the circumstances of the conviction, the efforts of rehabilitation

undertaken and risks associated. Applicants will have an opportunity to discuss the situation fully before a final decision is made. The council uses the Criminal Records Bureau to assess the suitability of applicants for positions of trust within the borough and fully complies with the CRB Code of Practice.

### **Additional Documents**

[Policy on recruiting ex-offenders](#) (word 24k)

[Policy on the use of CRB](#) (word 28k)

[Protection of Vulnerable Adults](#) (pdf 92k)

By submitting your application you are confirming your agreement for such checks to be made if you are selected for appointment.

We will only ask you to complete a CRB application form if it is appropriate and relevant to the job. Having a criminal record or a caution will not necessarily bar you from employment.

- **Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act (ROA) 1974 applies to England, Scotland and Wales, and is aimed at helping people who have been convicted of a criminal offence and who have not re-offended since.

Anyone who has been convicted of a criminal offence, and received a sentence of not more than 2.5 years in prison, benefits as a result of the Act, if he or she is not convicted again during a specified period otherwise known as the 'rehabilitation period'. The length of this period depends on the sentence given for the original offence and runs from the date of the conviction. If the person does not re-offend during this rehabilitation period, they become a 'rehabilitated person', and their conviction becomes 'spent'.

For example, if a person receives a sentence of imprisonment or detention in a young offenders institute of between 6 months and 2.5 years, the rehabilitation period is 10 years, or 5 years if the individual was under 18 at the time of conviction. For an absolute discharge the rehabilitation period is six months.

Sentences can carry fixed or variable rehabilitation periods and these periods can be extended if the person offends again during the rehabilitation period. If the sentence is more than 2.5 years in prison the conviction never becomes 'spent'. It is the sentence imposed by the courts that counts, even if it is a suspended sentence, not the time actually spent in prison.

Once a conviction is 'spent', the convicted person does not have to reveal it or admit its existence in most circumstances. However, there are some exceptions relating to employment and these are listed in the Exceptions Order to the ROA. The two main exceptions relate to working with children or working with the elderly or sick people. If a person wants to apply for a position that involves working with children or working with the elderly or sick people they are required to reveal all convictions, both spent and unspent.

- **Data Protection Act 1998**

Under the Data Protection Act 1998, 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.

The council is under a duty to protect the funds it administers and may use the information you provide on this form within the council for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

- **Equality and diversity employment monitoring**

The council is committed to equal opportunities policies and action to ensure that it appoints the best candidates for any post irrespective of age, disability, gender, national origin, race, sexual orientation, or religion or belief. All aspects of recruitment are monitored to ensure that our policies and procedures are not discriminatory. Please help us comply with this requirement by completing the monitoring form.

The monitoring form is confidential. It does not form any part of the selection process and the form is not seen by the line manager or the interview panel.