

**Phoenix Primary and Secondary School**

Application Form

Please complete this application electronically and email directly to recruitment@phoenix.towerhamlets.sch.uk including your name and the position that you have applied for in the subject header.

The information you supply on this form will be treated in confidence. Applications received after the closing date will not normally be considered. A CV is not an acceptable form of application unless stated otherwise. Please make sure that you complete all sections of the form including a personal statement. Incomplete applications will not be considered.

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| Position applied for: | Lead Chef |

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| Personal details | | | |
| Last name |  | | |
| First name(s) |  | | |
| Have you been known by any other names? |  | | |
| All previous names |  | | |
| Address |  | | |
|  | | | |
| Post code |  | Resident at this address since |  |
| Home telephone |  | Daytime telephone |  |
| Mobile telephone |  | National Insurance No |  |
| E-mail address |  | | |
| Where did you see this job advertised? | |  | |

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| Personal details (continued) | | |
| Do you hold Qualified Teacher Status? |  | |
| If yes, please give date of award. |  | |
| Have you successfully completed a period of induction as a qualified teacher? If yes, please give the date and school that you completed your induction. |  | |
| DFE Teacher Reference number (XX/XXXXX) |  | |
| Are you subject to any conditions or prohibitions placed on you by the DFE? If yes, please provide details. |  | |
| For NQT’s: have you provided evidence of passing the Skills Test? | Numeracy |  |
| Literacy |  |
| Are you able to take up employment in the UK with no current immigration restrictions? |  | |
| Do you hold a full, clean, current driving licence that enables you to drive in the UK? |  | |
| Are you applying for a job share? If yes, do you have job share partner? |  | |
| Dates not available for interview (If these dates clash with the interview we will try to re-arrange but cannot guarantee to do this) |  | |
| Are there any special arrangements which we can make for you if you are called for an interview and/or a work based assessment? (If yes, please specify) |  | |
| Phoenix School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. | | |

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| Current or most recent employment/voluntary work | | | | | | |
| Employer: |  | | | | | |
| Job Title: |  | | | | | |
| Address: |  | | | | | |
|  | | | | Post code: |  | |
| Annual salary: | |  | Grade: |  | Benefits: |  |
| Start date: | | | | Finish date (if relevant) : | | |
| Reason for leaving: | |  | | | | |
| Period of notice: | |  | | | | |
| Brief description of main duties/responsibilities. | | | | | | |
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| Previous employment or work experience record | | | | | | | |
| Please provide full details of all your previous paid and unpaid employment in **reverse date order** since leaving full-time education, explaining periods not in employment or education/training. | | | | | | | |
| Name of employer and type of business (please indicate when this was through an agency) | | Position held, duties and responsibilities | | P/T or F/T | Reason for leaving | | Dates  from – to  MM/YYYY |
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| Education, qualifications & training obtained from schools / colleges / universities | | | | | | | |
| Name of Schools, Colleges, Universities etc. | Name of Course | | Dates  from – to  MM/YYYY | | | Qualifications and Grades obtained | |
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| Other relevant training, 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  MM/YYYY | Level of achievement |
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| Personal statement | | | |
| Abilities, skills, knowledge and experience Please explain in detail how you meet all of the requirements of the person specification and why you consider yourself suitable for the post. | | | |
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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. References will not be accepted from relatives or from people writing in the capacity of friends. | | | | |
| Reference one | | | | |
| Name: |  | | | |
| Job title: |  | | | |
| Work relationship: |  | | | |
| Organisation: |  | | | |
| Address: |  | | | |
|  | | | Post code: |  |
| Telephone: |  | | | |
| E-mail: |  | | | |
| May we approach them at this stage? | |  | | |
| Reference two | | | | |
| Name: |  | | | |
| Job title: |  | | | |
| Work relationship: |  | | | |
| Organisation: |  | | | |
| Address: |  | | | |
|  | | | Post code: |  |
| Telephone: |  | | | |
| E-mail: |  | | | |
| May we approach them at this stage? | |  | | |
| Please note under DFE guidance, references can be sought for all short listed candidates before interview. | | | | |

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| Employment Monitoring | |
| The information you provide will be treated in the strictest confidence and will be used only for statistical monitoring and is not used as part of the interview selection process. | |
| About you | |
| Last name |  |
| Date of birth |  |
| Gender |  |
| Do you consider yourself to be disabled?  *The Disability Discrimination Act defines disability as 'a physical or mental impairment with long term, substantial effects on ability to perform day to day activities* |  |

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| Ethnicity | | | |
| Asian | | | |
| Bangladeshi |  | Chinese |  |
| Indian |  | Pakistani |  |
| Vietnamese |  | Asian other |  |
| Black | | | |
| Caribbean |  | African Somali |  |
| Other African |  | White & Black Caribbean |  |
| Black other |  |  | |
| Mixed or Dual Heritage | | | |
| White & Asian |  | White & Black African |  |
| White & Black Caribbean |  | Mixed other |  |
| White | | | |
| English |  | Irish |  |
| Scottish |  | Welsh |  |
| White other |  |  |  |
| Other - Any other ethnic background (specify): | | | |

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| Declarations |

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| Relatives/other interests | | | | | | |
| Any candidate who directly or indirectly canvasses a Councillor, Governor 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), Governor or employee of the London Borough of Tower Hamlets? | | | | | |  |
| 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? If yes, please detail on a separate sheet | | | | | |  |

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| 1. Compulsory declaration of any convictions, cautions or reprimands, warnings or bind overs | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? |  |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? |  |
| It is the School’s policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice.  In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.  If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview.  In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.  The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.  Notes  (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”. | |

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| 1. Data Protection Act 2018 GDPR |
| The information collected on this form will be used in compliance with the Data Protection Act 2018. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 2018. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record. |

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| 1. 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 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: |

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| Guidance on how to fill in this application form |
| 1. Checklist   * Complete all sections of the form * 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 the job you 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.  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 solely 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 for 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 obliged 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  It is the School’s policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice.  In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.  If you are invited to interview you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to interview.  In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child’s fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.  The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice & Courts Services Act 2000.  (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a “regulated position”.  5. Disclosure & Barring Service (DBS, previously CRB)  We use the DBS Service to assess the suitability of applicants for positions of trust and fully comply with the DBS’s Code of Practice. We undertake to treat all applicants fairly and not 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.  Full details of the DBS can be obtained from www.disclosure.gov.uk or by telephoning 0870 90 90 811. We comply with the requirement of the DBS in relation to secure storage and handling of data. |