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| Application for Employment in School | | | | | | | |
| Job applied for: | | | |  | | | |
| Reference No: | | | |  | | | |
| It is strongly recommended that you read the guidance notes before completing this on line application form. Please answer the questions fully, referring to the Person Specification and provide examples of the relevant abilities and experiences you have gained. Curriculum Vitae is not an acceptable form of application. Any applications received after the closing date will not be considered. | | | | | | | |
| **School/Nursery Name :**  **School/Nursery Address:**  **Telephone:**  **E-mail:** | | | | | | | |
| **The information you supply on this form will be treated in confidence** | | | | | | | |
| Personal details | | | | | | | |
| Last name: | |  | | | | | |
| First name(s): | |  | | | | | |
| Address: | |  | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Country |  | | | | | | |
| Post code: | | | | | | Email: | |
| Preferred telephone: | | |  | | | Alternative 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 |
| DO you hold a UK/EU Passport? | Yes  No |
| Which visa do you currently hold? | Yes  No |
| Date of recognition as a qualified teacher  in England/Wales (if applicable): |  |
| RP/DFES/HCPC Reference Number  if applicable: |  |
| 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** | |

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| Current or most recent employment/voluntary work | | | | | |
| Employer: | |  | | | |
| Job Title: | |  | | | |
| Address: | |  | | | |
|  | | | | | |
|  | | | | | |
| Post code: | |  | | | |
| Current/last salary: | |  | | | |
| Grade: | |  | | | |
| Benefits: | |  | | | |
| Current start date: | |  | | | |
| Date of leaving (if applicable) | |  | | | |
| 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 | Nature of  Business | | Position held, duties  and responsibilities | Reason for leaving  (If applicable) | Dates  from – to |
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| **Education Qualifications & Training obtained from schools / colleges / universities** | | | |
| Name of Schools, Colleges, Universities etc. | Name of qualification | Start date (full date)  End date (full date) | Qualifications Grade achieved (if applicable) |
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| Membership of Professional Organisations and Institutions | | | |
| 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 Bodies or institution | Date obtained | Membership status | By examination  (yes /no) |
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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. | | | | | |
|  | | | | | |
| References | | | | | |
| Please provide the details of two people to whom you are not related and to whom a request for a reference can be made relating to your work experience and suitability for the post for which you are applying. As a minimum, one should be your current employer, or if you are unemployed, your last employer. In the case of school/college/university leavers, your tutor.  Please note that we reserve the right to approach any of your previous employers for a reference.  In accordance to SAFER Recruitment, for all positions within social care, reference details are required to be provided for all employment for the previous four years (additional information can be submitted during an interview).  For posts graded PO6 and above and other specified posts references must be taken up in advance of interview | | | | | |
| Reference 1 | | | | | |
| Name: | |  | | | |
| Job title: | |  | | | |
| Work relationship: | |  | | | |
| Organisation: | |  | | | |
|  | | | | | |
| Address: |  | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | Post code: |  |
| Telephone: | | |  | | |
| E-mail ***(please provide work email address):*** | | |  | | |
| 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: |  | | | |
|  | | | | |
| Address: |  | | | |
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|  | | | Post code: |  |
| Telephone: | |  | | |
| E-mail ***(please provide work email address):*** | |  | | |
| May we approach them at this stage? | | | Yes  No | |

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| **Driving Licence Details** | | |
| For posts which require a driving licence as listed in the person specification, please answer the following questions | | |
| Do you hold a full, clean, current driving licence which enables you to drive in the UK? | Yes  No | |
| If yes, please state the type of licence: | |  |
| If you are successful you will be required to provide evidence of the licence prior to your appointment. | | |

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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.  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account.  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 Disclosure & Barring Service check is required, further information will be provided to you if the Council makes you an offer of employment. | | | | | | | |
| GDPR 2018  Privacy Policy  What information do we collect from you?  Why do we collect this information (purpose)?  Who might we share your information with?  The following privacy statement explains how we protect applicants information gathered via this application. If you as an applicant choose to submit information you agree to the use of such data in accordance with this privacy statement. We ensure generally accepted standards of technological security for the purpose of protecting information provided by applicants from misuse, loss or corruption. Only authorised personnel have access to personally identifiable information submitted through this application. Such employees are required to maintain the confidentiality of this sensitive data.  As defined by the General Data Protection Regulation (GDPR) Tower Hamlets Council, Mulberry Place, 5 Clove Crescent, London E14 2BG is the Data Controller and ultimately responsible for ensuring the data you provide is kept secure, processed correctly and that you understand your legal rights in relation to the data you provide. As part of our Data Controller responsibilities we have an assigned Data Protection Officer (or equivalent).  What information do we collect from you?  As part of the registration process, we may collect the following (but not limited to):   * Name, address, email, telephone number * CV (where applicable) * Answers to questions around your recruitment preferences * Any other information you wish to provide in support of building up your candidate account   Why do we collect this information (purpose)?  As required by the GDPR we must only request information if we have a legal basis for doing so. You are agreeing to provide this information in order for us to form a contract that will allow us to use your details and information presented so that we may provide recruitment services to you and carry out statistical analysis.  Who might we share your information with?  Personal details you provide in this registration:   * Will be made available to us and our processors * Will by preference be searchable on our candidate database * Will allow you to optionally receive notifications on relevant jobs you are seeking * Will be used for communication with you regarding recruitment * Will be used for statistical analysis   How long do we keep hold of your information?  Your application form will be disposed of six months after the recruitment is completed unless appointed. | | | | | | | |
| How can I access the information you hold about me? Your rights  We are dedicated to providing reasonable access to applicants who wish to review their personal information retained when they apply via application form and correct any inaccuracies it may contain. applicants who choose to register may access their profile, correct and update their details, or withdraw their details at any time. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.  You have the following rights in relation to the way in which we deal with your personal data:   * the right of erasure or to be forgotten * the right to rectification if information is inaccurate or out of date * the right of data portability (to obtain and reuse your personal data) * the right to object to the council and the Controller and processors handling of your personal data * the right to withdraw your consent with regards to the handling of your personal data * you have the right to ask for a copy of the information we hold about you (Subject Access Request -S.A.R) * You have the right to lodge a complaint with a supervisory authority - the ICO   Where you exercise your right to object or withdraw your consent we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.  If you are not satisfied by our actions, you can seek recourse through our internal complaints procedure.  If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner (www.ico.org.uk) or seek recourse through the courts.  Information security  We have in place reasonable commercial standards of technology and operational security along with internal policies and procedures to protect all information provided by visitors and applicants from loss, misuse, alteration or destruction. We reserve the right to modify or amend this privacy statement at any time and for any reason, providing it maintains compliance with the General Data Protection Regulation (EU) 2016/679).  By ticking the box, you are agreeing to the terms in this privacy 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 provided in this application form is true and correct and provides a fair representation of my skills and work experience. I understand that providing false or misleading statements or withholding information may result in withdrawal of an offer of employment or disciplinary action including dismissal from the Council.  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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| London Borough of Tower HamletsEmployment Monitoring | | |
| Tower Hamlets Council has an equality and diversity policy and is keen to ensure that the policy is working effectively. 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: | |  |
| Post code | |  |
| Where did you see this vacancy advertised? *name of newspaper/journal, Council vacancy bulletin, friend etc.* | |  |
| Gender | | |
| Are you | Female  Male  Transgender | |
| Is your gender identity the same as the gender when you were born with?  Yes  No  Decline to State | | |

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| Applying for: | Full time  Part time  Job Share | |
| **Sexual Orientation** | | |
| Bisexual | |  |
| Gay man | |  |
| Heterosexual/ Straight | |  |
| Lesbian women | |  |
| Decline to state | |  |
| **Age** | | |
| Date of birth (dd/mm/yyyy): | |  |

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| Ethnicity | | | | | | | |
| Asian/ British Asian | | | | | | | |
| Bangladeshi |  | | Chinese | | |  | |
| Indian |  | | Pakistani | | |  | |
| Vietnamese |  | | Asian other (specify) | | |  | |
| Black/ Black British | | | | | | | |
| Caribbean | |  | | | Somali | |  |
| Other African | |  | | | Black other (specify) | |  |
| Mixed/ Dual Heritage | | | | | | | |
| White & Asian | |  | | | White & Black African | |  |
| White & Black Caribbean | |  | | | Mixed other (specify) | |  |
| White | | | | | | | |
| English | |  | | | Irish | |  |
| Scottish | |  | | | Welsh | |  |
| Northern Irish | |  | | | Irish Traveller | |  |
| White other (specify) | |  | | | Gypsy/ Roma | |  |
|  | | | | | | | |
| **Declined to State** | | | |  | | | |
| Other ethnic background (specify) | | | |  | | | |
| Specify (from above) | | | |  | | | |

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| Religion / Belief | | | | |
| What is your religious belief? | | | | |
| Buddhist |  | Jewish | |  |
| Christian |  | Muslim | |  |
| Hindu |  | Sikh | |  |
| No Religion |  | Decline to state | |  |
| Other (specify) |  | | | |
| Disability | | | | | |
| Do you consider yourself to be disabled?  Yes  No  Decline to State | | | | | |
| If yes: | | | | | |
| Learning difficulty | | |  | | |
| Long standing illness/ health condition | | |  | | |
| Mental Health | | |  | | |
| Physical impairment | | |  | | |
| Sensory impairment | | |  | | |
| Other (Specify) | | |  | | |

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| What do we mean by a disabilityThe Disability Discrimination Act defines disability as ’a physical or mental impairment with long term, substantial effects on ability to perform day to day activitiesExamples of DisabilitiesThe following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question.Hearing, speech or visual impairments (if you wear glasses or contact lenses this is not normally considered a disability)Co-ordination, dexterity or mobility (eg polio, spinal cord injury, back problems, repetitive strain injury)Mental health (e.g. schizophrenia, depression, severe phobias)Speech impairment (e.g. stammering)Learning Disabilities (e.g. Down’s syndrome)Other physical or medical conditions (eg diabetes, epilepsy,arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facialdisfigurement, sickle cell, dyslexia etc). | |
| **Declaration** | |
| **Confirm that to the best of my knowledge, the information provided in this employment monitoring form is true and correct.**  **I hereby provide consent to the collection, storage and processing of my personal data.** | |
| Signed | Date |