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| Application for Employment in School | | | | | | | |
| Job applied for: | | | | Office Administrator (Nov 2024) | | | |
| 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. | | | | | | | |
| **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) | | | | | |
|  | | | | | |
| 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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| Reference 2 | | | | |
| Name: |  | | | |
| Job title: |  | | | |
| Work relationship: |  | | | |
| Organisation: |  | | | |
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| 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. | | | | | | | |

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| Privacy Statement With effect from 25th May 2018, all information you supply, or have supplied to the council is regulated by the General Data Protection Regulations (GDPR). This legislation is far more specific in terms of what organisations are required to do with the personal information they hold and explicit includes:  • what information can be collected,  • how information is stored and used,  • the period during which information is stored  • individuals’ rights to view and correct the information held,  • individuals’ right to ‘be forgotten’  To ensure that this legislation is enacted effectively, the GDPR gives the Information Commissioner the right to impose fines of up to £20,000,000 for infractions.  During the application process and during your working life with the council, you are asked to supply personal information for a range of HR processes. This includes your name, address, date of birth, gender, national insurance number, passport number (for some employees only), start date, salary, post, work absence information and so on.  Whilst the majority of information you provide to us is required to ensure (for example) that we pay you correctly and to confirm that you pay the correct amount of income tax, some of it, for example equalities information and next of kin details, are provided to us on a voluntary basis. In order to comply with data protection legislation, when we request this category of information from you, we will inform you that you are not required to provide it.  Data Controller and Purpose  The Information you have provided and continue to provide during your working life will be processed by the London Borough of Tower Hamlets’ Human Resources (including Payroll and Pension) Service to ensure that your employment is legally sound and that we can (for example) provide a safe working environment and pay you correctly. We process your data in accordance with the General Data Protection Regulations and if you have any concerns, the council’s Data Protection Officer can be contacted on [DPO@towerhamlets.gov.uk](mailto:DPO@towerhamlets.gov.uk)  The appendix below gives details of the information that we collect and process and the reasons why we do so.  Condition for Processing Personal Data  The appendix also identifies why it is necessary for us to process your personal data and the section of the GDPR under which the data is lawfully processed. |

##### Privacy Statement continued.

How long do we keep your information?

We will only hold your information for as long as is required by law and to provide you with the necessary services. This will vary according to the information supplied. For example in line with the disciplinary policy, disciplinary records will be kept for no more than 18 months and then destroyed. However information regarding you and pension will be retained until after your death and so potentially for many decades. For further details, you can view on request our Retention Schedule.

We may also anonymise some personal data you provide to us to ensure that you cannot be identified and use this for statistical analysis of data to allow the Council to effectively target and plan the provision of services.

Information sharing

Your personal information may be shared with internal departments or with external partners and agencies involved in delivering services on our behalf. For example the information you supply to the council will be processed by Northgate, who manage the HR/Payroll computer system, (Altair) who manage the computer system used by the pensions team and shared with HMRC to ensure that you pay the correct amount of tax. The appendix below gives details of the organisations we may share your data with and the circumstances where it may be shared.

The council has a duty to protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. Information may be shared with internal services and external bodies like the Audit Commission, Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. This activity is carried out under social protection law.

Automated decision making and Profiling

Some of the data that you provide may be processed by computer and therefore automated decisions may be made. For example your salary payments will, in the main, be calculated automatically. You can ask for this to be explained to you; please see the ‘your rights’ link below. We may also use the data to build a profile of the council workforce, to ensure equalities of opportunity and to investigate service delivery improvements. This data would normally be anonymised and never used to make decisions on a specific individual or family.

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| Privacy Statement continued. Requesting access to your personal data  Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the council’s data protection officer at: DPO@towerhamlets.gov.uk  You also have the right to:   * object to processing of personal data that is likely to cause, or is causing, damage or distress * prevent processing for the purpose of direct marketing * object to decisions being taken by automated means * in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and * claim compensation for damages caused by a breach of the Data Protection regulations   If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>  Your Rights and Responsibilities  For the purposes of the GDPR, Tower Hamlets Council is the Data Controller.  A delay in you providing the information requested may result in a delay in providing appropriate services.  We process your data in accordance with the General Data Protection Regulation (GDPR). If you have any concerns the Council’s Data Protection Officer can be contacted on [DPO@towerhamlets.gov.uk](mailto:DPO@towerhamlets.gov.uk)  You can find out more about your rights (including details of your rights about automated decisions, data rectification etc.) on our <https://tinyurl.com/y7wyba8u>  This notification provides information on the processing of your personal data and as such overrides any invalid data protection clauses in your contract of employment as previously issued to you. It is required to ensure that the council acts in accordance with the General Data Protection Regulations.  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 |