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| London Borough of Tower HamletsApplication For Employmentin Schools/Education Establishments |
| Job applied for: |  | Reference No: |  |
| It is important that you read the guidance notes before completing this application form. Please answer the questions fully, referring to the Person Specification and provide examples of the relevant abilities and experiences you have gained. Please fully complete this form using type or black ink.A curriculum vitae is not an acceptable form of application unless stated otherwise. Applications received after the closing date will not normally be considered.  |
| **The information you supply on this form will be treated in confidence** |
| Personal details |
| Last name: |  |
| First name(s): |  |
| Address: |  |
| Post code:  | Email:  |
| Home telephone: |  | Daytime telephone: |  |
| Mobile telephone: |  |
| National Insurance No: |  |
| 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 a UK/EU Passport? | Yes ☐ No ☐ |
| Which visa do you currently hold (if applicable)? |  |

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| 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 ☐ |
| GTC 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 ☐ |
| **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: |  |
| Address: |  |
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|  | Current start date:  |
| Current/last salary: |  | Grade: | Not known | Benefits:  | None |
| 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 |
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| **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 to whom you are not related and 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 recent manager. 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. |
| Reference 1 |
| Name: |  |
| Job title: |  |
| Work relationship: |  |
| Organisation: |  |
|  |
| Address: |  |
|  | Post code: |  |
| Telephone: |  |
| E-mail: |  |
| 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: |  |
|  | 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 3 (will be used in case of no response from one of the above)  |
| Name & job title: |  |
| Work relationship: |  |
| Organisation & address: |  |
| Telephone & email: |  |
| May we approach them at this stage? | Yes [ ]  No [ ]  |  |

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| **Driving Licence Details** |
| The post details will state whether a driving licence is required for the post |
| 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 any unspent conditional cautions, reprimands, warnings or convictions under the Rehabilitation of Offenders Act 1974? | Yes **☐** No **☐** |
| 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? | 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 Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).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. |
| **General Data Protection Regulations 25th May 2018** |
| Under the new General Data Protection Regulations (GDPR) 25th May 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 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 job advertised?*name of newspaper/journal, Council vacancy bulletin, friend etc.* |  |
| Gender  |
| Are you | Female ☐ Male ☐ |

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| A Tower Hamlets resident | Yes ☐ No ☐ |
| Other description (specify) |  |
| Applying for: | Full time ☐ Part time ☐ |
| Ethnicity |
| Asian |
| Bangladeshi | ☐ | Chinese | ☐ |
| Indian | ☐ | Pakistani | ☐ |
| Vietnamese | ☐ | Asian other | ☐ |

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| Ethnicity *continued* |
| 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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| **Sexual Orientation** |
| How would you define your sexual orientation: |
| Bisexual | ☐ |
| Gay | ☐ |
| Heterosexual | ☐ |
| Lesbian | ☐ |
| Decline to state | ☐ |
| **Age** |
| Date of birth: |  |
| Religion / Belief |
| What is your religious belief? |
| Buddhist | ☐ | Jewish | ☐ |
| Christian | ☐ | Muslim | ☐ |
| Hindu | ☐ | Sikh | ☐ |
| Other | ☐ | Decline to state | ☐ |
| Disability  |
| Do you consider yourself to be disabled? Yes ☐ No ☐ |
| 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 Disabilities The 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** (e.g. 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** (e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc) |
| **Declaration** |
| **I confirm that to the best of my knowledge, the information given in this monitoring form is true and correct.** **I hereby give consent to the collection, storage and processing of my personal data. If you are returning this form by e-mail, you will be asked to sign your application upon being called for interview.** |

#### Signed: Date: