**Application Form for employment**

**Confidential**

**Please fully complete this form using black ink or type. All tick boxes must be completed. Curriculum Vitae will not be accepted. Any applications received after the closing date will not normally be considered.**

Completed forms should be sent to ‘The Recruitment Officer, Bigland Green Primary School, Bigland Street, London E1 2ND’. If you wish to email then kindly send in PDF format to [enquiries@biglandgreen.towerhamlets.sch.uk](mailto:enquiries@biglandgreen.towerhamlets.sch.uk)

**The information you provide on this form will be treated in confidence.**

|  |  |
| --- | --- |
| **1 Post applied for** |  |

**2 Personal details**

**If you are successful, then you will be required to provide evidence of the details you provide prior to your appointment. All posts are subject to DBS (Data Barring Service) and other statutory checks.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First name(s) | | |  | | | | Last name |  | | | |
| Any previous last name(s) or other names used | | | | |  | | | | | | |
| Address | |  | | | | | | | | Postcode |  |
| Home Tel. | |  | | | | Daytime Tel. | | |  | | |
| Email |  | | | | | Mobile Tel. | | |  | | |
| Previous address (including postcode)  (if you have lived in your current address for less than 12 months) | | | | | |  | | | | | |
| National insurance number | | | |  | | Are you free to remain and take up employment in the UK with no current immigration restrictions? | | | | | |
| *Please highlight/tick the relevant box or delete as appropriate* Yes  No | | | | | | | | | | | |

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| **For teachers** | RP/DfES Reference number | | | | |  | | | |
| Date of recognition as a qualified teacher in England/ Wales | | | |  | | | Age group qualified to teach | |  |
| Preferred aged group (with brief rationale) | | |  | | | | | | |
|  | | | | | | | | | |
| **For support staff** | Preferred age group (with brief rationale) | | | |  | | | | |
| Preferred job type | |  Teaching Assistant  Mentoring Assistant  Learning Support to individual pupils | | | | | | | |
|  | | | | | | | | | |
| Dates you are unavailable for the interview  (If these dates clash with the interview date we will try to re-arrange but cannot guarantee to do this) | | | | | | | |  | |

**3 Current or most recent employment**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of employer |  | | | | | | Job title |  | | |
| Address |  | | | | | | | Postcode | |  |
| Basic salary | £ | | | | Grade/spine point | | |  | | |
| Start date |  | | End date |  | | Reason for leaving | | |  | |
| Brief description of main duties and responsibilities: | |  | | | | | | | | |

**4 Supporting statement**

Please explain clearly how you will contribute to **the mission** of Bigland Green Primary School.

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|  |

Please explain clearly how you will contribute to Bigland Green’s **Learning Vision**.

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Please use the space below for additional supporting statements or anything that you want the panel to take into account. Limited to 250 words.

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**5 Previous employment or work experience record**

Please start with your most recent employment first. Provide full details of all paid and unpaid employment and breaks since leaving full-time education. Written evidence may be required for teaching posts.

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| --- | --- | --- | --- | --- | --- |
| Name of employer with full address (including postcode) | Position held | Permanent or temporary | Full or  part-time | Dates | |
| From | To |
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**6 Educational qualifications obtained from schools, colleges and universities**

Please be specific with qualifications and grades by providing names of subjects studied and grades obtained for each of the subjects. Answers such as ‘5 A\*-C GCSEs’ or ‘all passes’ are insufficient.

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| --- | --- | --- | --- |
| Name of school, college, university or institute attended (with address and postcode) | Dates | | Qualifications gained and grades |
| From | To |
|  |  |  |  |
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**7 Other relevant professional qualifications**

Please give details of other relevant professional qualifications which may be relevant to the post.

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| --- | --- | --- | --- |
| Professional body (with postcode) | Dates | | Details of qualifications |
| From | To |
|  |  |  |  |
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**8 Professional development and training**

Please give details of training courses or non-qualification courses which may be relevant to the post.

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| --- | --- | --- |
| Date(s) attended | Name of course/details of training attended | Provider |
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**9 Additional information**

**Facilities at interview**

The Disability Discrimination Act (DDA) 1995 protects disabled people from unlawful discrimination. If you are a person with a disability, please inform the school of any requirements you would like us to be aware of in case you are invited for an interview. Is there any special help you may require for an interview?

 Yes  No

If ‘yes’, please specify: for example, would you require to be interviewed in a room with full wheelchair access or to be provided with a sign language interpreter or a tape/braille version of the job description?

………………………………………………………………………………………………………………………………………………………………………………………………………………

**Application for job-share**

Are you applying on a job share basis?  Yes  No

If ‘yes’, are you applying with a partner?  Yes  No

If ‘yes’, please give the name of your partner: ………………………………………………………. Your job share partner will need to complete a separate application form.

**Medical conditions**

The school normally conducts a medical assessment (through a confidential questionnaire) to ensure that employees are provided with appropriate support, and where relevant necessary adjustments are made.

Do you have a medical condition for which an assessment would be necessary or beneficial?  Yes  No

**10 References**

Please give the details of two persons willing to provide references relating to your work experience and suitability for the post for which you have applied. One should be your present or most recent employer.

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. References will not be accepted from relatives or people writing solely in the capacity of friends.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full name | |  |  | Full name | |  |
| Job title | |  | Job title | |  |
| Organisation | |  | Organisation | |  |
| Address |  | | Address |  | |
| Telephone | |  | Telephone | |  |
| Work Email |  | | Work Email |  | |
| **Please be aware that we can only accept references from work emails.** | | | | | | |
| It is the school’s policy to obtain references before the interview. Are you willing for the referees to be approached prior to the interview?  Yes  No | | | | | | |

**10 How did you find this position**

Please tell us you you learned about this position which will help us with future advertisements of posts. The information you provide will have no bearing on your application.

* DfE teaching vacancy website
* Tower Hamlets website
* Bigland Green School website
* Social media platforms
* Online newspaper
* Other…………………….

**11 Declarations**

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| --- | --- | --- | --- | --- | --- |
| **Relatives & other interest**  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’, specify: (Name, position and relationship) …………  ……………………………………………………………………………………………………………………………………………………………………………….…………………….  **Rehabilitation of Offenders Act 1974**  Any information given will be treated confidentially and only considered in relation to the post applied for.  **Do you have a Criminal Conviction(s) or police caution?**   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. Failure to disclose any conviction(s) for an exempt post, whether spent or not may lead to the withdrawal of the offer of employment.  **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.  **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 and I agree that the information given on this form may be used for registration purposes. | | | | | |
| **Name** |  | **Signature** |  | **Date** |  |
| If you are returning this form by email, you will be asked to sign your application upon being called for interview.  Please note that candidates selected for interviews are informed via email shortly after the closing date. It is regretted that applicants who do not hear further within 7 days of the closing date must conclude that their application has not been successful on this occasion. | | | | | |

**Kindly note** that this form must be returned to [enquiries@biglandgreen.towerhamlets.sch.uk](mailto:enquiries@biglandgreen.towerhamlets.sch.uk) . Please do not forward it to any other email addresses.

**Employment 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.

Kindly provide the requested information and highlight/tick the relevant boxes ()

|  |  |
| --- | --- |
| **The post you applied for is** |  Full-time  Part-time  Job-share |

**About you**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name** |  | **Last name** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gender** |  Female  Male  Transgender | **Date of birth** | | / / |
| Is your gender identity the same as the gender when you were born? | | |  Yes  No  Decline to state | |

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| --- | --- |
| **Sexual**  **orientation** |  Bisexual  Heterosexual/Straight  Gay man  Lesbian women  Decline to state |

|  |  |
| --- | --- |
| **Religion** |  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh   No religion  Decline to state  Other (specify) ………………………………. |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ethnicity** | **A White**  British   English   Scottish   Welsh   Other   Irish   Any other white background | | **B Mixed/Dual Heritage**   White and Black Caribbean   White and Black African   African   White and Asian   Any other mixed background | | **C Asian**  Asian British, English, Scottish or Welsh   Bangladeshi   Chinese   Indian   Pakistani   Vietnamese   Any other Asian background | | **D Black/Black British**  Black British, English, Scottish or Welsh   Caribbean   African Somali   Any other Black background | | **E Chinese**  Chinese British, English, Scottish or Welsh   Chinese   Any other background | |
| **Languages spoken**  **(other than English)** | |  Bangla | |  Chinese | |  Somali | |  Vietnamese | |  Other |

|  |  |  |  |
| --- | --- | --- | --- |
| **Disability** | Do you consider yourself to be disabled?  Yes  No  Decline to state | | |
| If ‘yes’ please tick |  Learning difficulty |  Long standing illness/health condition |  Mental health |
|  Physical impairment |  Sensory impairment |  Other ………………………….. |

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. The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. 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, and repetitive strain injury

**Mental health** – this may include schizophrenia, depression or severe phobias

**Speech impairment** – e.g. stammering

**Learning Disabilities** - this may include Down’s syndrome or other similar conditions

**Other physical or medical conditions** – e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell and dyslexia

**Declaration**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I 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.** | | | | | |
| Full name |  | Signature |  | Date |  |