



# Application for Employment

**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 Name :**

**School 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:	
Are you applying for a job share?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a job share partner?	Yes <input type="checkbox"/> No <input type="checkbox"/>
DO you hold a UK/EU Passport?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Which visa do you currently hold?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date of recognition as a qualified teacher in England/Wales (if applicable):	
RP/DFES/GSCC Reference Number if applicable:	
Dates <b>not</b> 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**

<b>Current or most recent employment/voluntary work</b>	
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

**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)

## 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)

## **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  
relation  
ship:

Organisation:

Address:

Post  
code:

Telephone:

E-mail:

May we approach them at this stage?

Yes

No

**Reference 2**

Name:			
Job title:			
Work relationship:			
Organisation:			
Address:			
		Post code:	
Telephone:			
E-mail:			

For posts graded PO6 and above and other specified posts references must be taken up in advance of interview



May we approach them at this stage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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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.

## 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.

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 Criminal Records Bureau Disclosure is required, further information will be provided to you if the Council makes you an 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.

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:

# London Borough of Tower Hamlets 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.

## 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

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):

<b>Ethnicity</b>			
<b>Asian/ British Asian</b>			
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Vietnamese	<input type="checkbox"/>	Asian other (specify)	<input type="checkbox"/>
<b>Black/ Black British</b>			
Caribbean	<input type="checkbox"/>	Somali	<input type="checkbox"/>
Other African	<input type="checkbox"/>	Black other (specify)	<input type="checkbox"/>
<b>Mixed/ Dual Heritage</b>			
White & Asian	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
White & Black Caribbean	<input type="checkbox"/>	Mixed other (specify)	<input type="checkbox"/>
<b>White</b>			
English	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Scottish	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
Northern Irish	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
White other (specify)	<input type="checkbox"/>	Gypsy/ Roma	<input type="checkbox"/>
<b>Declined to State</b>			
		<input type="checkbox"/>	
<b>Other ethnic background (specify)</b>			
<b>Specify (from above)</b>			

## Religion / Belief

What is your religious belief?

Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
No Religion	<input type="checkbox"/>	Decline to state	<input type="checkbox"/>
Other (specify)			

## Disability

Do you consider yourself to be disabled?

Yes

No

Decline to State

If yes:

Learning difficulty	<input type="checkbox"/>
Long standing illness/ health condition	<input type="checkbox"/>
Mental Health	<input type="checkbox"/>
Physical impairment	<input type="checkbox"/>
Sensory impairment	<input type="checkbox"/>
Other (Specify)	

## **What do we mean by a disability**

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

### **Examples 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** (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, facial disfigurement, 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