

Applicant Reference:	
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London Borough of Tower Hamlets Application For Employment

in Schools/Education Establishments

Job applied for:	Class Teacher	Job Reference:	CT EYU 01012012
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Date Received:		Applicant Reference:	
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It is important that you read the guidance notes before completing this application form.
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.
Please return form by email to : head@harbinger.towerhamlets.sch.uk
or by post to: Harbinger School, Cahir Street, London E14 3QP

The information you supply on this form will be treated in confidence

Personal details

Last name:	
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First name(s):	
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Address:	
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Post code:	
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Email:	
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Home telephone:		Daytime telephone:	
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Mobile telephone:	
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National Insurance No:	
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Are you applying for a job share?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Do you have a job share partner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you able to take up employment in the UK with no current immigration restrictions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you hold Qualified Teacher Status If yes please give date of award.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
QTS certificate number	Date:	
Have you successfully completed a period of induction as a qualified teacher in this country where the DfE required this? If yes please give date of completion	Yes <input type="checkbox"/>	No <input type="checkbox"/>
GTC Teacher Reference number (DfE number)(e.g 12/34567)		
Are you registered with the GTC?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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

Current or most recent employment/voluntary work					
Employer:					
Job Title: <i>Please enclose a copy of your current job description</i>					
Address:					
Post code:			Current start date:		
Current/last salary:		Grade:		Benefits:	
Reason for leaving:					
Period of notice:		Date available to begin new job:			

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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 not in employment and reasons for leaving employment.

Name of employer and type of business	Position held, duties and responsibilities	F/T or P/T	Dates				Reason for leaving
			From		To		
			M	Y	M	Y	

Health

Please note, a successful candidate will be required to complete a pre-employment medical questionnaire and may be asked to attend for a medical examination.

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Secondary Education Qualifications & Training obtained from schools / colleges

Name of Schools, Colleges, Universities etc.	Name of Course	Dates		Qualifications and Grades obtained
		From	To	

Higher Education Qualifications & Training obtained from colleges / universities

Name and Addresses of Colleges, Universities etc.	Name of Course	Dates		F/T or P/T	Qualifications, Subjects passed with Grades obtained
		From	To		

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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		
<p>Please give the names and addresses of two people 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 current manager. Please note that we reserve the right to approach any of your previous employers for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.</p>		
Reference 1		
Name:		
Job title:		
Work relationship:		
Organisation:		
Address:		
		Post code:
Telephone:		
E-mail:		
May we approach them at this stage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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:		
	Post code:	
Telephone:		
E-mail:		
May we approach them at this stage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 <input type="checkbox"/> No <input type="checkbox"/>
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

Have you ever been subject to an investigation by your employer, the GTC or DfE or placed on List 99?

Yes No

If Yes please state separately under confidential cover the circumstances and the outcome including any orders or conditions.

Jobs in schools are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. **You must** therefore declare, whether spent or not, any convictions, cautions or reprimands, warning or bind-overs which you have ever had and give details of offences. The fact that you have had a criminal record will not necessarily debar you for consideration for this appointment.

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.

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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 confirm that I am not on list 99, nor ever have been, disqualified to work with children, or subject to sanctions imposed by a regulatory body. I confirm that I have no convictions, cautions or bondover.

Or (*tick one only*)

I confirm that I have attached details of my record in a sealed envelope marked 'private and confidential'.

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:

Guidance on how to fill in this application form

1. Checklist

- √ Complete all sections of the form
 - √ Complete a draft of the form to avoid any mistakes
 - √ Personal Details: Please tick the appropriate box if applying for a job-share. You can apply with or without a job share partner.
 - √ Employment History: You must give your full employment history; paid or unpaid and explain any gaps in employment.
 - √ Education Qualifications & Training: Please list these and record any membership of professional bodies. Please note, if you are appointed we will need to see your original qualification certificates.
 - √ Personal statement: Choose those areas of your abilities, skills and experience that are relevant to your are applying for. Remind yourself of qualities and skills you may take for granted. Remember, as well as telling us about paid work you have done, you should also consider other experience you may have. This might include experience gained at home, in the community or through voluntary, leisure or college activities. You should provide evidence, using examples to demonstrate. For Example “ I managed conflicting deadlines”-then explain how you achieved this.
- If you are starting work for the first time, we know you may not be able to fill in much detail in this part of the application form so give us as

much information as you can in the other sections.

If you consider yourself to be disabled, you are encouraged to declare your disability when applying for a job. We are positive about employing disabled people. As a holder of the Two Ticks Disability Symbol, we guarantee you an interview if you meet the requirements of the job.

2. References

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. If it is your wish that we do not contact your referees before interview, please indicate this on the form. References will not be accepted from relatives or people writing solely in the capacity of friends.

3. Prevention of illegal working

Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence of an employer to employ a person who is subject to immigration control (i.e. a person who requires leave to enter/ remain in the UK) unless he or she is entitled to be employed in the UK. We are obliged to ask all successful applicants to provide evidence that they are entitled to work in the UK. Before we can confirm the offer of employment, you must provide relevant proof of eligibility to work in the UK.

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4. Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 was passed by the Government, to ensure that anyone convicted of a criminal offence were not permanently disadvantaged in the job market. In essence, people are to be given another chance. You do not have to advise us of 'spent' convictions (except see* below) but if you have a criminal conviction that is not 'spent' (see www.lawontheweb.co.uk) you must advise us of this.

Some jobs*, Mostly those involving working with Children (all school based posts) and vulnerable adults, are exempted from the Act and so any criminal conviction is never considered to be 'spent' and you must advise us of any conviction you have had in the past. If you tell us that you have a criminal conviction and we offer you an interview, you must take with you to the interview details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential' with your name and the title of the job for which you are applying.

The envelope will only be opened and considered if we 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. The job description will state whether the post you are applying for is exempt from the Rehabilitation of Offenders Act. If you declare that you have a criminal record this will be assessed in relation to the tasks you will be required to perform and the circumstances in which the work is to be carried out.

5. Criminal Record Bureau (CRB Checks)

We use the CRB Service to assess the suitability of applicants for the position of trust and fully comply with the CRB's Code of Practice. We undertake to treat all applicants fairly and to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of convictions or other information revealed. A criminal record will not necessarily be a bar to your appointment. The job description will state whether a CRB check is required.

Full details of the CRB can be obtained from www.disclosure.gov.uk or by telephoning 0870 9090811. We comply with the requirement of the CRB in relation to secure storage and handling of data.

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Employment Monitoring

Schools/Education Establishments

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. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

About you

Last name:	
Post code:	
Where did you see this job advertised? <i>name of newspaper/journal, Council vacancy bulletin, friend etc.</i>	
Are there any special arrangements we can make for you if you are called for an interview and/or work based assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please specify, e.g. ground floor venue, interpreter etc.

Gender

Are you	Female <input type="checkbox"/>	Male <input type="checkbox"/>
A Tower Hamlets resident	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other description (specify)		
Applying for:	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>

Ethnicity

Asian

Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Vietnamese	<input type="checkbox"/>	Asian other	<input type="checkbox"/>

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Ethnicity *continued*

Black

Caribbean	<input type="checkbox"/>	African Somali	<input type="checkbox"/>
Other African	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>
Black other	<input type="checkbox"/>		

Mixed or Dual Heritage

White & Asian	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
White & Black Caribbean	<input type="checkbox"/>	Mixed other	<input type="checkbox"/>

White

English	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Scottish	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
White other	<input type="checkbox"/>		

Other Any other ethnic background (specify)

Sexual Orientation

How would you define your sexual orientation:

Bisexual	<input type="checkbox"/>
Gay	<input type="checkbox"/>
Heterosexual	<input type="checkbox"/>
Lesbian	<input type="checkbox"/>
Decline to state	<input type="checkbox"/>

Age

Date of birth:	
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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"/>
Other	<input type="checkbox"/>	Decline to state	<input type="checkbox"/>

Disability

Do you consider yourself to be disabled? Yes No

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 (eg schizophrenia, depression, severe phobias)
Speech impairment (eg stammering)
Learning Disabilities (eg Down's syndrome)
Other physical or medical conditions (eg 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
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