

Completing Your Application Form

- Ensure that you have completed the top section of the application form stating the job you are applying for, closing date and reference number if applicable
- You may find enclosed with the application form the Job Profile and the Person Profile
- If enclosed, you must refer to the Job Profile and each point in the Person Profile, but more particularly the essential criteria, to give as much information as you can about why you think you are suitable for the job, giving clear examples
- You must complete ALL sections of the application form as clearly as possible, it can be hand-written or typed CV's can only be accepted as additional information
- You can use additional sheets of paper as necessary and make sure they are securely attached to your application form
- Applicants must complete the reference section of the form and unless otherwise indicated references will be taken up before the interview. Candidates who are already employed by the Council should give the name of their current line manager as their referee
- Your completed form must be returned before the closing date - applications received after the closing date will not usually be considered
- If you have any queries about completing your application form, please telephone the contact person identified in the advert

NOTES FOR GUIDANCE

References

- a) All referees should be professional rather than personal ones.
- b) If you are applying from outside the maintained sector of education, your most recent employer should be given as a referee.
- c) Please note that where other referees are given, the Council reserves the right to contact referees other than those nominated, in accordance with the practice outlined in (a) to (e) above.
- d) If you do not wish confidential references to be sought, it is essential that you state this and the reasons why, when returning this form.

General

- a) The canvassing of any governor or member of the Council, directly or indirectly, for any post in the Council's service will disqualify the applicant from the appointment.
- b) Please return this form to the address specified in the vacancy advertisement.
- c) In the interest of the economy, it is not the Council's policy to notify candidates who have been unsuccessful. Nevertheless, the Council is appreciative of your interest in this appointment.

School Support Staff Application



Havering
LONDON BOROUGH

Position applied for:

Employer/Location:

Job Reference number:

Please complete in black

Particulars of Applicant

Preferred Title: (e.g. Mr, Mrs, Miss, Ms)	First Name(s):	Surname:
Address (including post code)		
Daytime phone number:	Evening phone number:	e-mail address:
Date of Birth	NI Number	
Are there any restrictions on your right to work in the UK?		

Present/Most Recent Employer

Job title: Employers Name:	Date Appointed:
Notice required:	Salary and Grade
Details of present post, including main duties and responsibilities:	
Reason for leaving:	

Previous Employment

Job title: Employer Name: Address	Date from: Date to:
Notice period:	Salary and Grade
Duties and responsibilities:	
Reason for leaving:	

Please give details of any gaps in employment and reasons why.

Training and Qualifications

Secondary & Further/Higher Education Details

Name of School/College:	Qualification and Grades:	Date attained:	Dates from - Attended To:

Training, Qualifications & Professional Bodies

Give details of any other certificates held with dates: vocational training including apprenticeships, professional qualifications, membership of professional institutions etc

Name of Institute:	Qualification and Grades:	Date attained:	Dates from - Attended To:

References

Please give the names and addresses of at least two and up to three people who will provide a reference. As contained in the DFE Safer Recruitment in Education Settings 2006 guidance, the school reserves the right to contact previous employers prior to interview if you are short listed. Requests to delay seeking references at this stage of the recruitment process must be submitted to school for consideration.

<p>Name: Position Held: Name of Organisation: Address:</p> <p>Telephone: Email: In what capacity does the referee know you?</p>	<p>Name: Position Held: Name of Organisation: Address:</p> <p>Telephone: Email: In what capacity does the referee know you?</p>
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Relevant Experience and Skills - Supporting Statement

If enclosed, you must refer to the Job Profile and each point in the Person Profile, focusing on the essential criteria. In all situations it is advisable to give as much information as you can about why you think you are suitable for the job, giving clear examples of experience to demonstrate your capabilities.

Other details

Do you consider yourself to have a disability?

If you are invited for an interview, please give details of any special arrangements that you require.

Relationship with Local Authority

If you are the parent, grandparent, partner, child, stepchild, brother, sister, uncle, aunt, nephew or niece of an existing councilor or member of council staff, or the partner of such persons, please give details:

If you are appointed and have any business, financial and/or political interests which might conflict with the duties or responsibilities of this post please give details:

Disclosure of Criminal Convictions

Further to the recent changes (May 2013) to the Disclosure and Barring Service, cautions and convictions on the Criminal Record Check will be filtered according to the criteria below. Please disclose all cautions and convictions that fall within these categories:

- Cautions relating to an offence from a list agreed by Parliament - see <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>
- Cautions given less than 6 years ago (where individual over 18 at the time of caution)
- Cautions given less than 2 years ago (where individual under 18 at the time of caution)
- Convictions relating to an offence from a list agreed by Parliament - See website above
- Where the individual has more than one conviction, include all convictions
- Convictions that resulted in a custodial sentence (regardless of whether served)
- Convictions given less than 11 years ago (where individual over 18 at the time of conviction)
- Convictions given less than 5.5 years ago (where individual under 18 at the time of conviction)

Please note that these are the criteria by which the Disclosure and Barring Service will disclose information about your criminal history should you be offered the position. As a responsible employer, we will be assessing the accuracy of information disclosed within the application with what is returned on the completed DBS check. As such, any false information or failure to disclose information held on the DBS check at application stage may result in dismissal.

For further guidance, please contact Education HR on 01708 433910. Failure to understand the filtering criteria will grant no protection from dismissal.

Convictions

Please list any convictions.

Add Conviction

Cautions

Please list any Cautions

Add Caution

Allegations

Please list any allegations made against you and the outcome to these

Add Allegation

Review Application Form

By signing underneath I declare that all the information set out in this application form is true in all respects and I understand that false information may render me liable for dismissal if I am appointed

Signed:

Date:

By signing and submitting this form I consent to the processing of personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the Data Protection Act 1998.

Signed:

Date:

You will be asked to sign this form if you are invited for interview

In the interest of economy, it is not the Council's policy to notify candidates who have been unsuccessful and generally if you have not heard within 6-8 weeks you should assume that this is the case. Nevertheless, the Council is appreciative of your interest in this appointment.

Please return completed applications to the address specified within the advertisement

Equal Opportunities

Monitoring of Job Applicants

The London Borough of Havering is striving towards equality of opportunity in its employment practices and selection procedures. An Equality and Diversity Policy has been approved and is outlined below for you to retain if you so wish. To help us to find out how far we are succeeding in providing equal access to jobs in the Borough, we need the information detailed below. You are, therefore, requested to complete the monitoring information and return it with your application.

Equal Opportunities Policy Statement

As a major employer, the Council is taking positive steps to eliminate discrimination, and to redress imbalances, in order to provide genuine equality of opportunity at all levels within the organisation.

The Council aims to treat all employees with dignity and respect and provide a working environment free from discrimination and harassment.

Every possible step will be taken to ensure that employees and job applicants are treated equally and fairly and that decisions on recruitment, selection, training and promotion are based on agreed criteria. In particular, no applicant or employee will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job, or which constitute indirect unfair discrimination.

The Council believes that it is in the Authority's interests and those who work for it to be committed to the use, development and retention of the full range of skills and talents of its employees, and will work to provide an employment environment in which everyone has the opportunity to contribute and develop.

Employees will be involved in the regular reviewing and monitoring of the Equality and Diversity Policy to ensure its relevance and effectiveness.

I would describe myself as (please tick as appropriate)

White

- British
 Irish
 Any other white background
Please specify

Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed
background Please specify

Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background
Please specify

Black or Black British

- Caribbean
 African
 Any other black background
Please specify

Chinese or other ethnic group

- Chinese
 Any other ethnic
background
Please specify

Age Group

- 16-20 36-45 60 and over
 21-25 46-55
 26-35 56-59

Disability/Special Needs

Do you consider you have a disability? Yes No

Faith/Religion

- Sikh Buddhist Any other
 Christian Muslim Please specify
 Hindu Jewish

Gender

- Male Trans Man Female Trans Woman
-

Sexual orientation

- Lesbian
- Heterosexual woman
- Heterosexual man

- Bisexual
- Gay man
- Decline to answer

Any other
Please specify

Are you currently

Employed

Unemployed

How Did You Learn About This Job?

National Newspaper

Professional Journal

Local Newspaper

Havering Website

On Line Media

Network

Other, please specify