

# Application Form

## School Non Teaching Posts



*Confidential*

Information for applicants:

**Data Protection:** In accordance with current Data Protection Legislation the information you provide may contain sensitive personal data. If you are subsequently employed, the information you provide will be held on our files. You should be aware that the Council will collect, retain and process personal information about you on your personal file, in the recruitment system and in HR, payroll and pensions systems, manual and electronic. Information relating to you will be used for workforce monitoring purposes in an anonymised form and you will not be identified personally in those reports. Further information is available under our [Privacy Notice](#).

Please complete this form in **black ink** or **type** and complete all sections of the form. We do not accept CVs.

### Details of Post Applied For:

Job Title	
Job Reference Number (if any)	
Please confirm the date you would be able to start work / your current notice period, if you are appointed	
Where did you see this post advertised?	

**We welcome applications from candidates with disabilities. Please let us know if you require any reasonable adjustments to enable you to attend the interview.**

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Personal Details:													
Title	Mr / Mrs / Miss / Other			First Name(s)									
Surname				Date of Birth		d	d	m	m	y	y	y	y
Any Previous Surname(s)													
Address													
Postcode													
Contact	Home no:												
	Mobile no:												
	E-mail :												
National Insurance Number													
Are you required to hold a work permit or a certificate of sponsorship?			YES	NO	Are there any time limits, limitations, restrictions on your right to work in the U.K.? If yes, please outline details below								
<b>Declaration of Relationships:</b> Any candidate who canvasses a Councillor, School Governors or School or Council employees in respect of appointments will be disqualified.													
Are you related to or partner of, or do you have a close personal relationship with, any elected member or senior officer of the local authority or a member of staff or governor of the school?										YES / NO			
If YES, please provide below his/her name and role, and state your relationship:													
Name					Relationship to:								

### Current or most recent Employment History

November 2019

Employers Name and Address	Position Held and summary of main responsibilities duties	Dates From	Dates To	Salary	Reason for leaving
Previous Employers name and address	Position Held	Dates From	Dates To	Salary	Reason for leaving

Periods When Not Working/Unaccounted for:		
Please give details of any periods that are not accounted for by full time employment, education training. This would include periods of unemployment etc. since leaving secondary education.		
Date From (Month/Year)	Date To (Month/Year)	Reason

**Education and Qualifications:**

Please give details of your education with examination dates and qualifications obtained. Include any training, membership of professional bodies (e.g. BTEC, degrees, post graduate or equivalent), GCSE, "A" Levels, "O" Levels or equivalent and any other relevant professional qualifications.

Educational Training Establishment Name of Institution (e.g. School, College or University)	Course / Subject	Dates Attended		Grade / Award/Qualification gained (if applicable)
		From Month/Year	To Month/Year	

Please add additional rows if required

**Other Training and Professional Development:**

Please give details of any courses undertaken or which you are currently undertaking which you have not already detailed in Education and Qualifications section and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

<b>Referee 1</b>	
Title, Name, Surname	
Job Title/Company	
Address	
Tel. Number	
Email Address	
What capacity do you know the referee?	
<b>Referee 2</b>	
Title, Name, Surname	
Job Title/Company	
Address	
Tel. Number	
Email Address	
What capacity do you know the referee?	

## **DECLARATION OF CRIMINAL CONVICTIONS**

Having a criminal record will not necessarily bar you from employment; this will depend on the relevance, the circumstances and the background of your offence(s). The Council has a Policy on the Recruitment of Ex Offenders which meets the Disclosure & Barring Service (DBS) Code of Practice and complies with the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

If you are applying for work which brings you into contact with children, young people or vulnerable adults or for certain positions within legal and financial fields you may be required to undergo an enhanced DBS criminal record check before taking up your role. This check will include details of convictions, cautions, reprimands and warnings which you may have, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also (where appropriate) let us know of any prosecutions pending against you. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

**Yes**      **No**

The following declarations are only required if you are applying to undertake Regulated Activity with either children or adults. If you are in doubt about this requirement, please refer to the role profile.

### **Declaration for applicants into Regulated Activity with Children and Young People:**

Have you been barred from working with children by the DBS, the Independent Safeguarding Authority

(ISA) or any other organisation ?	<b>Yes</b>	<b>No</b>
Failure to disclose this information could result in your dismissal or disciplinary action by the Council.		
Signed:	Date:	

**Criminal Records Checks - Overseas**

From April 2017, if an employee has lived, worked or studied overseas for a period of 12 months or more in the past 10 years and require a visa they will now be required to provide an overseas criminal record certificate. Schools now have a statutory duty to inform Tier 2 skilled worker applicants of the need to source and submit overseas criminal record certificates as part of the application process.

<b>Are you currently registered with the DBS Update Service?</b>	YES/NO		
<b>If YES, please provide the information below. If NO, please proceed to the next section.</b>			
DBS Registration Number		Annual Registration Renewal Date	
Level of check obtained at point of registration? (select one)	STANDARD / ENHANCED		
Which workforce was your check requested for at point of registration? (select one)	CHILDREN / ADULT / ADULT & CHILDREN / OTHER		
<b>Declaration:</b> By submitting this application form and providing the information above I understand that I am authorising the school to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process.			

By submitting this application form you are declaring that the information you have provided is true and accurate to the best of your knowledge. Providing false information or knowingly omitting or concealing any relevant fact about your eligibility for employment will result in your application being withdrawn.

If any of the information within your application is found to be untrue or misleading after appointment, you may be dismissed without notice.

Harrow Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds solely for these purposes. For further information please see our Privacy Policy at **Schools Privacy Notice**

I hereby certify that all the information given by me in this application and any attachments is factually correct to the best of my knowledge and that all the questions relating to me have been accurately and fully answered.

Signature:

Date:

**Supporting Statement:**

Please explain (ideally in no more than 2 sides of A4) how your knowledge, skills and experience, gained in paid or unpaid work, study or training, meet the person specification as set out in job description. Make sure you address all the criteria marked "A" for Application Form.

**Please continue on separate sheet if necessary**

November 2019



## Equalities Monitoring Form

### The completion of this form is optional

Harrow Council is committed to the fair treatment of all its staff, potential staff and users of its services regardless of age, sex, disability, race, religion or belief, sexual orientation, marriage and civil partnership, or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience. Harrow Council has a legal responsibility to promote and advance equality. The information will also enable us to monitor this data anonymously to assess our progress with regards to addressing inequality and allow our employees and service users to see how we are performing on equality.

Harrow Council is committed to recruiting the best applicant for the job, regardless of any factor than the ability to do the job. To help us monitor, please complete this recruitment monitoring form. All information will be treated in the strictest confidence in accordance with data protection legislation and will be separated from your application on receipt. We apply the highest levels of security to this information in line with our [special category policy](#). **It will not be seen by those involved in the assessment of your application.** Your cooperation in completing this is therefore welcome and helpful.

#### Age - What is your age group?

Under 16 years		16 – 24 years	
25-44 years		45 – 64 years	
65 years and over			

#### Disability – Are your day-to-day activities limited because of a health problem or disability which has lasted or is expected to last at least 12 months?

No		Yes, affecting mobility	
Yes, affecting hearing		Yes, affecting vision	
Yes, a learning disability		Yes, mental ill-health	
Yes, another form of disability, (please specify)			

**Ethnic origin - What is your ethnic origin? Asian or Asian British**

Afghan		Bangladeshi	
Chinese		Indian	
Pakistani		Sri Lankan	
Any other Asian background – (please specify)			

**Black or Black British**

African		Somali	
Caribbean			
Any other Black background – (please specify)			

**Mixed background**

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

**Other ethnic background**

Arab		Iranian	
Any other Ethnic group – please specify			

**White or White British**

Albanian		English	
Gypsy / Irish Traveller		Irish	
Polish		Romanian	
Scottish		Welsh	
Any other White background - please specify			

**Marriage or Civil Partnership**

Are you married?	<b>Yes</b>		<b>No</b>	
Are you in a Civil Partnership?	<b>Yes</b>		<b>No</b>	

**Religion and belief - What is your religion?**

Buddhism		Judaism	
Christianity (all denominations)		Sikhism	
Hinduism		Zoroastrian	
Islam		No religion / Athiest	
Jainism		Other please specify	

**Sex – Are you?**

Male		Female	
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**Sexual orientation – What is your sexual orientation?**

Bisexual	
Gay Man	
Gay Woman / Lesbian	
Heterosexual	
Other please specify	