



Haringey Council

JOB APPLICATION FORM

(SUPPORT STAFF)

CONFIDENTIAL

The accompanying guidance notes provide advice on how to fill in the form

Please type or write clearly using black ink

Please return to:

FOR OFFICIAL USE ONLY

Post applied for:

Closing date:

1. Personal Details

Surname

(Mr, Mrs, Miss, Ms, etc)

First names:

Address:

Postcode:

Phone:

Day:

Evening:

Mobile:

E-mail:

National Insurance No:

Do you have permission to work in the UK? Yes No

Does this include leave to remain? Yes No

If your application is successful you will be asked to provide a documentary evidence of your entitlement to work in the UK **before** you commence work

Please provide brief details of the type of work permission granted to you (eg Work permit, Student Visa, Working Holiday Visa etc)

If applicable provide the employer details as listed on the work permit

2. Present or Most Recent Employment

Name of Employer:

Address:

Postcode:

Position held:

Date started:

Until:

Notice Required:

Salary:

Grade if known:

Full-time:

Part-time:

Hours:

Permanent:

Temporary:

Brief Description of Duties:

Reason for leaving if no longer employed:

3. Previous employment/work experience

Please list all previous appointments, starting with the most recent. This should also include any voluntary and temporary work.

From/To	Employer's name and address	Position Held	Reasons for leaving

Continue on additional sheets as necessary (please state number of sheets attached _____)

4. Education, training and qualifications (since age 11)

Secondary school/further education/college

From/To	Name of establishment	Examination results subject, level, grade

5. Training Courses Attended if Relevant

Course title or description and provider	Courses attended	Date Attended

If you know any **other languages** in addition to English and would be prepared to use them at work, please indicate which ones. For Sign Language please indicate which version (e.g. BSL, SSE) and what level.

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6. Statement in Support of Application

Please state how your experience, skills and achievements to date, both inside and outside paid work, or through study, make you a suitable candidate for this post. Please ensure that you have read the job description and candidate specification for the post and have given us sufficient information to describe how you meet each of the requirements set out in the candidate specification.

If continued on separate sheets, please make sure your name is on each sheet and state number attached here:

7. References

Please give names and addresses of two people who can verify your employment record. One should be your present employer or your most recent employer if you are currently unemployed. If you have not been in paid employment, please give the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

Name:

Name:

Address:

Address:

Phone/Fax:

Phone/Fax:

E-mail:

E-mail:

Position held:

Position held:

Tick here if you do **not** wish us to take up references prior to interview

Miscellaneous

Are you related to an elected member or senior officer of the London Borough of Haringey or a member of a Governing Body of a Haringey maintained or aided School? Yes No

If yes, please attach details

Please note that failure to disclose such a relationship or any canvassing at all may disqualify a candidate.

External applicants

Have you ever worked for Haringey Council or a Haringey School?

Yes No

If yes, dates from / / to: / /

Job title on leaving:

Name of school /Directorate

Reason for leaving:

8. Rehabilitation of Offenders Act

All support staff positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that you must disclose details of any criminal convictions or police cautions no matter how long ago these offences were. If you are appointed you will be required to undergo a criminal record check through the Criminal Records Bureau. (see Declaration of Criminal Record form)

Do you have a criminal record or any pending prosecutions?

Yes No

All applicants must complete the attached declaration of Criminal Record form

Declaration

I declare that to the best of my knowledge the information I have given on this form is correct and that I have not omitted any facts, which may have a bearing on my application. I understand that if any of the information provided by me is found to be false, any contract of employment may be terminated without notice.

Signed

Date

 / /

This authority is under 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 administering public funds solely for these purposes.



RECRUITMENT MONITORING FORM

C O N F I D E N T I A L

Name:

School:

Male:

Female

As an equal opportunities employer, the Council is committed to monitoring the effectiveness of its employment policies. This is endorsed by the Equal Opportunities Commission and the Commission for Racial Equality.

All stages of the recruitment process are monitored to check that unfair discrimination is not taking place. The information you provide below will be treated in strict confidence and will be used only for statistical monitoring purposes.

We are unable to process applications from candidates who do not complete this form.

Ethnicity: What is your ethnic group? (please tick **one** box from the appropriate section)

White	Mixed	Asian or Asian British	Black or Black British	Chinese or other ethnic group
<input type="checkbox"/> British	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Chinese
<input type="checkbox"/> Irish	<input type="checkbox"/> White & Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> African	
<input type="checkbox"/> Greek Cypriot	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Bangladeshi		
<input type="checkbox"/> Turkish Cypriot		<input type="checkbox"/> East African Asian		
<input type="checkbox"/> Kurdish				
<input type="checkbox"/> Turkish				
<input type="checkbox"/> Any other White, background, please write in	<input type="checkbox"/> Any other Mixed background, please write in	<input type="checkbox"/> Any other Asian background, please write in	<input type="checkbox"/> Any other Black background, please write in	<input type="checkbox"/> Any other ethnic background, please write in
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Disability:

Do you consider you have a disability? Yes No

The Disability Discrimination Act defines a disability as follows: *a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.*

Do you have any specific requirements in relation to attending an interview or to assist you at work? Yes No

If yes, please give details

How did you find out about this post? If from an advert, please give name(s) of newspaper/publication

Signed

Date / /

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Shortlisted

Interviewed

Appointed