Haringey Council

APPLICATION FORM

CONFIDENTIAL

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

Please type or write clearly using black ink.

Please return to : Headteacher
Patrick Cozier
Highgate Wood School
Montenotte Road
N8 8RN

15th

Post applied for: **H R Assistant**

Closing date:Monday 28 June 2021-09.00am

1. Personal details

Title: *(Mr, Mrs, Miss, Ms, Other)* | Last name:

First name(s): | Known as: | Date of Birth:

Address: | Post code:

Address: | How would you like us to contact you? Email: Post:

Preferred telephone no. | Mobile phone no.

National Insurance no. | Email address: (please print clearly)

Are you eligible to work in the UK/EEA Yes: No:

Do you need a work permit or sponsorship certificate work in the UK? Yes: No:

Do you require further leave to remain? Yes: No:

If yes, please clarify your status

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

2. Present or most recent employment

(Please start with your most recent/current employment. If you do not have an employment history please leave blank).

Name of Employer:

Address:

Post code: | Telephone no:

Position held :

Date started: | Until: | Leaving date or 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 Experience

Starting with your most recent job, paid and /or unpaid, please list previous employment providing all of the details requested. It is important that you include periods of unemployment: detailing which office you may have received benefits from, and if you have been self employed you will need to provide proof.

Employers name and address	**Position held & brief duties**	**Dates** from/to dd/mm/yy	**Salary**	**Reason for leaving**

PLEASE PROVIDE DETAILS OF ANY GAPS IN YOUR EMPLOYMENT HISTORY – WITH DATES.				

4. Education, Training and Qualifications (since age 11)

Please state the name(s) of the Secondary School, College and University attended and grades / qualifications obtained. (Most recent first)

From/To	**Name of establishment**	**Examination results** *Subject, level, grade*

Professional Qualifications / Registrations

Please provide details of any professional qualifications and membership of professional institutes that you hold.

Name of professional body	**Membership grade and number**	**Date obtained**

5. Training Courses attended if relevant

Please give details of any training that you have received, which support your application. Include any on the job training as well as formal courses.

Course title or description and provider	**Courses attended**	**Date from - to**

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

6. Statement in Support of Application

Please use this space to tell us how you meet each of the points on the person specification – you will find it useful to refer to the Guidance Notes to help you complete this part of the form. We need to have this information in order to consider your application.

If continued on additional sheets, please make sure your name is on each sheet and state the number attached here…….

7. Referees

If you are successful we will obtain references which **may cover a full five year history**, they could include time spent in education. Your first referee must be your current or last employer (if you have one). If you are a school / college leaver give the details of your Headteacher of Tutor or the manager of a voluntary group for whom you have worked.

Please note: - that it is our policy to request references prior to interviews for short listed candidates only.

Referee's name: Referee's position:

Address: Post Code:

Email address: Telephone number:

Referee's name: Referee's position:

Address: Post Code:

Email address: Telephone number:

Miscellaneous

Canvassing of employees or councillors directly or indirectly will **disqualify** candidates from appointment.

Are you related to, or have a close personal relationship with, any Councillor, School Governor or Council employee?

Yes: ☐ No: ☐ If YES, please state their name and the position they hold

Name: Position held

Name: Position held

Data Protection

The Council intends to fulfil all its obligations under the Data Protection Act 1998 (the Act). The Council will ensure that all processing of data falling within the scope of the Act is appropriately notified to the Information Commissioner. Individuals whose information is held and processed by the Council can be assured the information will be maintained in confidence and treated with all due care. The Council tries to keep information held about you accurate and up-to-date. However, if you find any inaccuracies you have the right to have them corrected.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided in your application 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.

Political Restrictions

Some posts are also subject to political restrictions under the provisions of the Local Government and Housing Act 1989. If this post is subject to these conditions, further details will be made available to you.

External Applicants

Have you ever worked for Haringey Council or a Haringey School? Yes: ☐ No: ☐

If yes, please give dates From: To:

Position held: Line Manager:

Job Title on leaving:

Reason for leaving:

Name of School/ Directorate:

8. Rehabilitation of Offenders Act

If the job that you are applying for involves working with or has access to children or vulnerable adults or their records, we will require an enhanced Disclosure from the Criminal Records Bureau and need to have information from you regarding any previous, existing or pending convictions or cautions. All Support Staff posts are exempt from the Rehabilitation of Offenders Act. If you are applying for such a job, you are not entitled to withhold information even if you have convictions, which would normally be considered to be "spent". Please answer Q1 and Q2.

Failure to declare any criminal convictions or cautions including those spent could result in withdrawal of any job offer, dismissal or disciplinary action by the Authority. All applicants are required to complete the Declaration of Criminal Record form even if you do not have a criminal record. You maybe asked to provide details to the panel if selected for interview. Possession of a conviction or caution will not necessarily mean that you won't be appointed, each case is considered on its merits.

Q1. Have you ever been convicted of any Criminal offences? Yes: ☐ No: ☐ Please provide details on the enclosed Declaration Form.

Q2. Have you ever been disqualified from working with children or vulnerable adults? Yes: ☐ No: ☐ Please provide details on the enclosed Declaration Form.

Declaration

I will declare to Haringey Council / School, if appointed, my intention to continue work for another employer or on a self employed basis (under the Working Time Directive). I understand that providing misleading of false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal. I authorise Haringey Council to check the information supplied.

Signed:

Date:

RECRUITMENT MONITORING FORM

Haringey Council

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 unless indicated otherwise. Categories marked with a † will only be available to HR and used for statistical monitoring purposes.

Post title:			
Surname:		**Initials:**	
Title: Miss/Ms/Mrs/Mr/Dr		**Other**	
AGE Date of birth (dd/mm/yyyy)			

GENDER ☐ Male ☐ Female † Does your gender identity differ from your birth sex? Yes ☐ No ☐

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

White

- ☐ British
- ☐ Irish
- ☐ Greek / Cypriot
- ☐ Turkish
- ☐ Gypsy
- ☐ Turkish / Cypriot
- ☐ Kurdish
- ☐ Irish Traveller
- ☐ Any other White background*

Mixed

- ☐ White & Black Caribbean
- ☐ White & Black African
- ☐ White & Asian
- ☐ Any other mixed background*

Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ East African Asian
- ☐ Any other Asian background*

Black or Black British

- ☐ Caribbean
- ☐ African
- ☐ Any other Black background

Chinese or other ethnic group

- ☐ Chinese
- ☐ Any other ethnic background

*Other please specify .....

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 she /he has a physical or mental impairment which has a substantial and long-term adverse affect to 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 _____

RELIGION What is your religion? ☐ Buddhist ☐ Hindu ☐ Muslim ☐ Sikh ☐ Christian ☐ Jewish ☐ Rastafarian ☐ None ☐ Prefer not to say ☐ Other

SEXUAL ORIENTATION I would describe my Sexual Orientation

☐ Bi-sexual ☐ Lesbian ☐ Gay man ☐ Heterosexual ☐ Prefer not to say

EMPLOYMENT Do you currently work for Haringey Council? ☐ Yes ☐ No

If yes, in what capacity? ☐ Permanent ☐ Temporary ☐ Agency staff ☐ Casual staff

How did you find out about this job? If from an advertisement please state the media title .....