

# Harrow Council

## Application For Appointment School Support Staff

This Council is an Equal Opportunities Employer



**Thank you for requesting our application form.**

It is most important that you read the enclosed application advice and also note the information given below.

The decision to invite you to attend for assessment or interview will be based on the information you provide on this form. Please write clearly using **black ink** as this form may be photocopied.

- **Do not attach a CV/work history alone, as they will not be considered.**
- If you are sending an application on tape, follow the order of the sections in the form
- Please indicate if someone has completed the form on your behalf in the section provided.
- You may attach additional sheets whenever necessary, **if you do**, please **DO NOT** put down any personal details on these sheets (i.e. Name, address). A personal reference number will be allocated to you upon receipt of your application form.

**All information supplied on this form is subject to the provisions of the Data Protection Act 1988 and the information provided will be treated as confidential. It will be used in connection with human resources, monitoring and management purposes only.**

# Harrow Council Application

## For Appointment School Support Staff



This Council is an Equal Opportunities Employer



Please read the enclosed Application Advice before completing this form. **Please use black ink** so that it can be photocopied. Do not attach a CV/work history alone, as they will not be considered. If you are sending an application on tape, follow the order of the sections below. Please indicate if someone has completed the form on your behalf. You may attach additional sheets whenever necessary, if you do, remember to put your name and the job reference at the top. All information supplied on this form, is subject to the provisions of the Data Protection Act 1998 and will be treated in confidence.

**When complete return to:**  
**(le the school where the job is)**

**Job Applied for:**

Personal Reference No:

**Job Reference Number:**

Closing Date:

Where did you see this post advertised?

### Personal Details

Surname

Forename

Any Previous Surnames/family names

How would you like to be addressed in correspondence?

Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Address

Post Code

Home Tel. No.

Work Tel. No

Mobile No

E Mail Address

Date of Birth dd/mm/yyyy

National Insurance No.

Age:

Are you a current employee of Harrow Council

Yes ☐ No ☐

Are you a close relative or partner of any employee of London Borough of Harrow and/or Councillor?

Yes ☐ No ☐

If yes give details below

Name

Relationship

Department

Are you required to hold a work permit?

Yes ☐ No ☐

Do you hold a full current driving licence

Yes ☐ No ☐

### Disability

The Disability Discrimination Act defines a “disabled person” as a person with:

**“A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out normal day to day activities”.** The following question on disability is designed to enable us to assess what action we might take to offer positive employment opportunities for people with disabilities.

Do you have a disability?

Yes ☐ No ☐

If yes, please describe how the disability affects you. Further **please state if there are any particular arrangements you would like us to make to assist you in the selection process.**

## Equal Opportunities Monitoring Information

The Council has an Equal Opportunities Policy and is committed to recruiting the best applicant for the job, regardless of any factor other than the ability to do the job. To help us monitor this policy, please complete the recruitment monitoring form. All information will be treated in the strictest confidence and will be separated from your application on receipt. It will not be seen by those involved in the assessment of your application. Your co-operation in its completion is therefore welcome and helpful.

**I consider my ethnic origin to be : (Tick appropriate box)**

### Asian or Asian British

Bangladeshi

☐

Indian

☐

Pakistani

☐

Asian Other

☐

### Black or Black British

African

☐

Caribbean

☐

Black Other

☐

### Chinese or Other Ethnic Group

Chinese

☐

Any Other Ethnic Group

☐

### Mixed

White & Black African

☐

White & Black Asian

☐

White & Black Caribbean

☐

Mixed Other

☐

### White

British

☐

Irish

☐

White Other

☐

### Gender

Female

☐

Male

☐

Please give details of any criminal convictions, cautions or bindovers that are not spent. If the post you are applying for is an exempted employment under the Rehabilitation of Offenders Act (Exemptions) Order 1975, you are also required to declare to us, on this form, any convictions, cautions or bindovers even if you consider them to be spent. If you have no convictions please write '**none**'. Candidates are assured that information regarding convictions will not necessarily disqualify them from consideration. If at any point after completing this declaration, you are given a criminal conviction you must tell Human Resources immediately. If you are appointed and are given a criminal conviction, you must tell your Manager immediately.

If you provide false information or knowingly omit or conceal any relevant fact about your eligibility for employment we will remove you from the list of candidates. If such a discovery is made after you have been appointed then you will be liable to be dismissed without notice.

This authority 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 administering public funds solely for these purposes.

**I declare that the information on this form is correct to the best of my knowledge.**

Has someone completed this form on your behalf? Yes ☐ No ☐

SIGNED

DATE

Please note, if you are completing this application electronically, you will be asked to sign the form if you are invited to an interview.

**Your Personal Ref. No. is**

Please note, if you are completing this application electronically, this number will be added later.

# References

You must give the name of at least two referees; one must be your current, or if you are not employed, your most recent employer. Note: Reference requests will be addressed to the Manager/Director of your previous employing organisation. Referees must be previous employers, not friends, or former colleagues and must not be related to you. In addition, for certain posts, **your references must cover your last three years of employment – See Application Advice.** Occasionally references may be sought from previous employers not listed below. If you are shortlisted references may be taken up before interview. If you do not wish us to contact your employer before interview, please place a cross in the box next to your referee's name. We reserve the right to take up references from any of the previous employers you have listed. **Please ensure that you supply us with a minimum of two referees.**

Name <input type="checkbox"/>	Name <input type="checkbox"/>
Position	Position
Address	Address
Postcode	Postcode
Telephone No.	Telephone No.
Email:	Email:

Name <input type="checkbox"/>	Name <input type="checkbox"/>
Position	Position
Address	Address
Postcode	Postcode
Telephone No.	Telephone No.
Email:	Email:

Educational Achievements and Training

In this section please list all educational achievements, e.g. GCSE, ‘O’ level, ‘A’ level passes, B Tec, City & Guilds, degree and professional qualifications including membership of any professional bodies. You will be asked to bring proof of qualifications listed to any interview.

Educational/Training Establishment From Age 11		Qualifications Gained, Training Courses Completed. Please state the level and the date achieved		Dates attended From To	

Member of Professional Bodies

Name of Institute/Professional Body	Level of Membership e.g. Corporate	Membership No

Your Personal Ref. No. is

Please note, if you are completing this application electronically, this number will be added later.

## Employment History

### Current Or Most Recent Employment

Employer's Name & Address	Description of Post Held	From	To	Salary/Grade

Are you still employed? Yes ☐ No ☐ If 'yes' - amount of notice required

**Brief Description of the main duties of your job:**

Reason for leaving this post:

**Previous Employment (Starting With Most Recent First)** You should include all periods of work experience, including work placements and voluntary work.

[illegible]

**Periods Unaccounted for**

Please give details of any periods that are not accounted for by full time employment, education or training. This would include periods of unemployment, carer's responsibilities, ill health, etc.

Reason/Description of Circumstances	Dates	
	From	To

**Supporting Statement**

Please explain (ideally no more than 2 sides of A4) how your experience, skills, abilities and knowledge, gained in paid or unpaid work, study or training, meet the relevant criteria as described in the person specification or role profile.

**Make sure you address all the criteria on the person specification or role profile, marked 'A'** (if you fail to do so, you will not be shortlisted).

Remember to include relevant experience (skills you have gained outside paid work e.g. voluntary and community work).

**Your Personal Ref. No. is**

Please note, if you are completing this application electronically, this number will be added later.