 **Children’s Services & Lifelong Learning**

## Application for Employment: Associate School Staff Posts

Post applied for: Reference number:

School / Service:

**1. Personal Details.**

Title: Mr/ Mrs / Miss/ Ms, etc: Last name:

First name(s): Previous last name:

Home address:

Postcode:

Home telephone number: Mobile phone number:

Email address:

Date of birth (dd/mm/yyyy):

Date when available to start:

National Insurance number:

**2. Current or Most Recent Employment.**

Employer’s name and address:

Employer’s telephone number:

Position held:

Salary: Other allowances:

Date commenced: Leaving date (if applicable):

Reason for leaving:

Main areas of responsibility:

**3. Employment History.**

Please give details of previous posts held in any paid employment or voluntary work. Please start with your most recent post and work backwards, accounting for all gaps in employment history. If you require more space, please continue on a separate sheet and attach to your application form.

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| --- | --- | --- | --- |
| **Job Title ( or nature of activity if not employment)** | **Name & Address of Employer (if applicable)** | **Dates**  **(from – to)** | **Brief description of duties / areas of responsibility** |
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**4. Education/Training and Development.**

Please enter details of your education and training as requested below. Where qualifications are required for the post, as specified in the Employee Specification, you will be required to provide proof of these prior to confirmation of appointment. Please continue on a separate sheet if necessary and attach to your application.

**4a.Secondary and Further Education.**

Please enter details of your Secondary Education and Further Education including details of qualifications obtained.

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| --- | --- | --- | --- |
| **School / College**  **(name and address)** | **Dates Attended**  **(from – to)** | **Qualifications**  **(subject, level and grade)** | **Year of Award** |
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**4b. Higher Education and Professional Qualifications.**

Please enter details of all Higher Education awards and professional qualifications including any award leading to Qualified Teacher Status (UK QTS). Please continue on a separate sheet if necessary.

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| **University / College / Awarding Institution** | **Dates Attended**  **(from – to)** | **Qualification Details (including subject and level / grade of award.)** | **Date of Award** |
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**4c. Courses Attended.**

Please provide details of additional courses relevant to your application that you have attended in the last 3 years.

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| **Course Title** | **Organising / Accrediting Body** | **Date** |
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**5. Statement of Application**

Please use this section to tell us how you meet the requirements of the selection criteria as set out in the Person / Employee Specification. You are advised that short-listing for interview will be undertaken with reference to the criteria given in the Person / Employee Specification **only**. It would be helpful if you could structure your statement to address all the criteria in the order given. Please continue on a separate sheet(s) if necessary, label clearly and attach to the form.

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**6. Reference Details**

Please supply the names and contact details of at least two referees **(other than relatives)** who can comment on your suitability for this position. One should relate to your current or most recent employment. If you are unable to provide an Employer as a Referee, please provide details of a person who knows you, **other than in a personal capacity**.

Referee 1. Referee 2.

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| --- | --- | --- |
| Name:    Position:  In what capacity do you know this person?  Name of organisation:  Address:  Telephone number:  Email: |  | Name:    Position:  In what capacity do you know this person?  Name of organisation:  Address:  Telephone number:  Email: |

**7. Personal Declarations**

**It is essential that you complete sections 7a to 7e in order for your application to be accepted.**

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| **7a. Disclosure of Convictions**  The position for which you are applying involves substantial contact with children and is therefore exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales.) This means that for this position, you are not entitled to withhold any information about police cautions, ‘bind-overs’ or any criminal convictions, including any that would otherwise be considered “spent” under the Act and you should declare any such information as follows:  **Have you ever been convicted of any offence or ‘bound-over’ or given a caution? (please tick accordingly)**  Yes 🞎 No 🞎  **If ‘yes’ please give details on a separate sheet and attach in a sealed envelope marked ‘Private and Confidential Disclosure.’ If you are submitting this form electronically, please contact the School or office from where the application form was sent, for instruction on how the information should be submitted.**  **CRB Disclosure**  All posts based in establishments which deal exclusively or mainly with children and young people or posts involving work with children or young people, are defined by the Criminal Justice and Court Services Act 2000 as ‘Regulated Positions’ and the name of the successful candidate will be submitted to the Criminal Records Bureau for Enhanced Disclosure of criminal conviction(s). This will include details of cautions, reprimands, final warnings, police enquiries and pending prosecutions as well as convictions. If the School / LA find anything in that record which is considered prejudicial to the applicant working with children or young people, then the appointment may not be confirmed. |

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| **7b. Disqualification**  **Are you banned or disqualified from working with children or subject to any sanctions or conditions on your employment, imposed by the Independent Safeguarding Authority (ISA), Secretary of State or other regulatory body?**  Yes 🞎 No 🞎  **If ‘yes’ please give details on a separate sheet and attach in a sealed envelope marked ‘Private and Confidential Disclosure.’ If you are submitting this form electronically, please contact the School / Office from where the application form was sent, for instruction on how the information should be submitted.** |

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| **7c. Relationships**  **Are you related to, or partner of, any Councillor, Council / School Employee or Governor within the London Borough of Hounslow?**  Yes 🞎 No 🞎  **If ‘Yes’ please provide details here:**  Please note: Canvassing of Councillors, Employees or Governors directly or indirectly will disqualify candidates from appointment. |

**7d. Eligibility to work**

**Are you a UK or EU / EEA Citizen?** Yes 🞎 No 🞎

**If ‘No’, please indicate if you will require a**

**Certificate of Sponsorship to work:** Yes 🞎 No 🞎

**If ‘No’ please indicate the basis on which are you eligible to work within the UK:**

**7e. Declaration statement**

This Authority is under a duty to protect the public funds it administers and to this end may use information you have provided in your application form within the Authority, for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

**Please sign and date this form if you agree with the following statement:**

**For the purposes of the Data Protection Act 1998, I consent to the information contained in this form and any information received by or on behalf of the London Borough of Hounslow relating to the subject matter of this form, being processed by them in administering the recruitment process.**

**I declare that the information I have given on this form and attachments is correct and true and agree that this forms part of the basis of my engagement and may be used for registered purposes under the Data Protection Act 1998. I authorise the London Borough of Hounslow (or school to which I am applying) to check the information supplied and understand that providing misleading or false information or omitting any relevant information, could result in the withdrawal of any offer of appointment or my dismissal at any time in the future and possible criminal conviction.**

Signature ………………………….. Date………………………

**For online / electronically completed applications, by ticking the following box and submitting your application, you agree to the terms of the declaration above: 🞎**

All candidates applying for employment via email/online will be required to sign and date this form, if invited to attend interview.

**Please now complete the following Equal Opportunity Monitoring Information.**

**8. Equal Opportunity Monitoring Information**

We are committed to equality of opportunity and are keen to monitor the effectiveness of our recruitment practice. Any information provided on this form will be treated in the strictest confidence and will only be used for the purpose of recruitment monitoring.

**Please tick or complete as appropriate.**

**Name:**

**Post Applied for: School / Service:**

**Gender**

Male:🞎 Female:🞎

**Age Group**

Under 20 years: 🞎 20 – 29 years:🞎 30 – 39 years:🞎

40 – 49 years: 🞎 50 – 59 years: 🞎 60 + years 🞎

**Ethnic Origin**

How would you describe your ethnic origin? (please tick one.)

**White Asian or Asian British**

White British:🞎 Indian:🞎

White Irish:🞎 Pakistani:🞎

White European:🞎 Bangladeshi:🞎

Any Other White background:🞎 Any other Asian background:🞎

**Black or Black British Dual Heritage**

Black Caribbean:🞎 White and Asian :🞎

Black African: 🞎 White and Black African : 🞎

Any other Black background:🞎 White and Black Caribbean:🞎

Any other dual background:🞎

**Other Ethnic Groups**

Chinese :🞎

Any other ethnic group: 🞎

**People with Disabilities**

The Disability Discrimination Act 1995 defines a person as disabled if they have a “physical or mental impairment which has substantial or long-term adverse effect on a person’s ability to carry out normal day-to-day activities.”

Do you consider yourself to have a disability?

Yes:🞎 No:🞎

**Advertisement**: Where did you see this post advertised?

**Thank you for taking the time to fill in this Equal Opportunities monitoring form.**

**A copy of this application form is also available at** [**www.teachinhounslow.org.uk**](http://www.teachinhounslow.org.uk)