|  |  |
| --- | --- |
|  | **Application Form**  *Confidential* |

|  |
| --- |
| **Information for Applicants**  Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**  Please email your completed form and covering letter to [**info@the-partnership.org.uk**](mailto:info@the-partnership.org.uk)  The deadline for receipt of completed applications is **Tuesday 11th February 5.00pm** |

|  |  |
| --- | --- |
| **Details of Post Applied For** | |
| Job Title |  |
| Application No. *(Office use only)*: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | | |
| *Please only include contact details that you are happy for us to use* | | | | | | | |
| Title |  | First Name(s) | | |  | | |
| Surname |  | | | | | Date of Birth |  |
| If you have previously been known by another name, please specify: | | | | | |  | |
| Address |  | | | | | | |
| Daytime Contact Number | | |  | | | | |
| Evening Contact Number | | |  | | | | |
| Mobile Number (if different) | | |  | | | | |
| Email Address | | |  | | | | |
| National Insurance Number | | |  | | | | |
| Do you currently have the right to work in the UK?  *(delete as appropriate)* | | | YES | If no, which visa do you currently hold? Please state below. | | | |
| NO |  | | | |

|  |
| --- |
| **Employment History** |
| Please give details of **all periods of employment**, prior to the above, with your most recent position first. Give details of any voluntary work and/or gaps in your employment which will be explored with you if you are called for interview. Please use a continuation sheet if necessary. |

|  |  |
| --- | --- |
| **Current or most recent employment/voluntary work** | |
| Employer |  |
| Job Title |  |
| Address |  |
| Current/last salary |  |
| Benefits |  |
| Current start date |  |
| Date of leaving (if applicable) |  |
| Reason for leaving |  |
| Notice period/confirm the date you would be able to start work, if successful |  |
| Brief description of main duties/responsibilities | |
|  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Previous employment/voluntary work** | | | | | | | |
| **Employer’s Name and Address** | **From and To (Month/Year)** | | | **Position Held** | | **Reason for Leaving** | |
|  |  | | |  | |  |
| Brief description of main duties/responsibilities | | | | | | |
|  |  | | |  | |  |
| Brief description of main duties/responsibilities | | | | | | |
|  |  | | |  | |  |
| Brief description of main duties/responsibilities | | | | | | |
|  |  | | |  | |  |
| Brief description of main duties/responsibilities | | | | | | |
|  |  | | |  | |  |
| Brief description of main duties/responsibilities | | | | | | |
|  |  | | |  | |  |
| Brief description of main duties/responsibilities | | | | | | |
| **Education and Qualifications** Please also include any relevant professional qualifications | | | | | | | |
| **Name of Institution (e.g. School, College or University)** | | **Dates Attended** | | | **Qualification/Subjects/Grade** | | |
| **From** | **To** | |
|  | |  |  | |  | | |
|  | |  |  | |  | | |
|  | |  |  | |  | | |
|  | |  |  | |  | | |
|  | |  |  | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional Development** Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application (including internal CPD) | | | | |
| **Title** | **Provider** | **Dates Attended** | | **Qualification/Award**  **(if any)** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Membership of Professional Bodies** Please give details of any relevant professional bodies to which you belong. | | |
| **Name of Professional Body** | **Membership Status** | **Date Membership Commenced** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Statement of Application** | | | |
| You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please limit your statement to **no more than two pages**. Please refer to the person specification for the post and also include:   * The reasons why you are applying for this post * The personal qualities and experience that you feel are relevant to your suitability for the post * Key responsibilities and achievements in your present or most recent job which are relevant to this application * Details of any relevant interests or activities | | | |
|  | | | |
| **Statement of Application continued** | | | |
|  | | | |
| **Referees** | | | |
| * References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.** * The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer. * If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. * If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer. * Please do not name relatives or people acting solely in their capacity as friends as referees. * **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.** | | | |
| **Referee 1** | | **Referee 2** | |
| Title (Miss/Mr etc) |  | Title (Miss/Mr etc) |  |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Work Relationship |  | Work Relationship |  |
| Address |  | Address |  |
| Daytime Tel. No. |  | Daytime Tel. No. |  |
| Work Email Address |  | Work Email Address |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Declaration of Relationships/Other interests** | | | | | | | |
| Are you related to, or do you have a close personal relationship with, any elected member (Councillor) or senior officer of the local authority or a member of staff of this organisation or within the local authority? *(delete as appropriate)* | | | | | | YES | NO |
| If YES, please provide below his/her name and role, and state your relationship: | | | | | | | |
| Name | | |  | | | | |
| Position | | |  | Relationship |  | | |
| If appointed, do you have any interests, carry out any work or hold any appointments that may conflict with this employment? *(delete as appropriate)* | | | | | | | |
| YES | NO | If yes, please detail on a separate sheet. | | | | | |

|  |  |  |
| --- | --- | --- |
| **Criminal Convictions** | | |
| Do you have a criminal conviction(s) or police caution(s)? *(delete as appropriate)* | YES | NO |
| If you answer **yes** and you are successfully shortlisted, you will be expected to provide the panel with details of the conviction(s) or offence(s) in a sealed envelope marked ‘private and confidential’. The envelope will only be opened and considered if the panel agree to appoint you for the post. If you are not selected the envelope will be securely destroyed.  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.  Failure to disclose any conviction(s) for an exempt post, whether spent or not may lead to the withdrawal of the offer of employment.  If you are appointed, you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check (previously known as a CRB check). You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy. | | |

|  |
| --- |
| **Privacy Policy** |
| **Privacy Statement**  With effect from 25th May 2018, all information you supply is regulated by the General Data Protection Regulations (GDPR). This legislation is far more specific in terms of what organisations are required to do with the personal information they hold and explicit includes:  • what information can be collected;  • how information is stored and used;  • the period during which information is stored;  • individuals’ rights to view and correct the information held;  • individuals’ right to ‘be forgotten’.  To ensure that this legislation is enacted effectively, the GDPR gives the Information Commissioner the right to impose fines of up to £20,000,000 for infractions.  During the application process and during your employment, you are asked to supply personal information for a range of HR processes. This includes your name, address, date of birth, gender, national insurance number, passport number (for some employees only), start date, salary, post, work absence information and so on.  Whilst the majority of information you provide to us is required to ensure (for example) that we pay you correctly and to confirm that you pay the correct amount of income tax, some of it, for example equalities information and next of kin details, are provided to us on a voluntary basis. In order to comply with data protection legislation, when we request this category of information from you, we will inform you that you are not required to provide it.  **Data Controller and Purpose**  The Information you have provided and continue to provide during your working life will be processed by the London Borough of Tower Hamlets’ Human Resources (including Payroll and Pension) Service to ensure that your employment is legally sound and that we can (for example) provide a safe working environment and pay you correctly. We process your data in accordance with the General Data Protection Regulations and if you have any concerns, the council’s Data Protection Officer can be contacted on [DPO@towerhamlets.gov.uk](mailto:DPO@towerhamlets.gov.uk)  **Condition for Processing Personal Data**  The appendix also identifies why it is necessary for us to process your personal data and the section of the GDPR under which the data is lawfully processed.  **How long do we keep your information?**  We will only hold your information for as long as is required by law and to provide you with the necessary services. This will vary according to the information supplied. For example, in line with the disciplinary policy, disciplinary records will be kept for no more than 18 months and then destroyed. However, information regarding you and pension will be retained until after your death and so potentially for many decades. For further details, you can view on request our Retention Schedule.  We may also anonymise some personal data you provide to us to ensure that you cannot be identified and use this for statistical analysis of data to allow the Council to effectively target and plan the provision of services.  **Information sharing**  Your personal information may be shared with internal departments or with external partners and agencies involved in delivering services on our behalf. For example, the information you supply will be processed by Northgate, who manage the HR/Payroll computer system, Altair who manage the computer system used by the pensions team and shared with HMRC to ensure that you pay the correct amount of tax.  We have a duty to protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. Information may be shared with internal services and external bodies like the Audit Commission, Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. This activity is carried out under social protection law.  **Automated decision making and Profiling**  Some of the data that you provide may be processed by computer and therefore automated decisions may be made. For example, your salary payments will, in the main, be calculated automatically. You can ask for this to be explained to you; please see the ‘your rights’ link below. We may also use the data to build a profile of the council workforce, to ensure equalities of opportunity and to investigate service delivery improvements. This data would normally be anonymised and never used to make decisions on a specific individual or family.  **Requesting access to your personal data**  Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the council’s data protection officer at: DPO@towerhamlets.gov.uk  You also have the right to:   * object to processing of personal data that is likely to cause, or is causing, damage or distress; * prevent processing for the purpose of direct marketing; * object to decisions being taken by automated means; * in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and * claim compensation for damages caused by a breach of the Data Protection regulations.   If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/> |

|  |
| --- |
| **Your Rights and Responsibilities**  For the purposes of the GDPR, Tower Hamlets Council is the Data Controller.  A delay in you providing the information requested may result in a delay in providing appropriate services.  We process your data in accordance with the General Data Protection Regulation (GDPR). If you have any concerns the Council’s Data Protection Officer can be contacted on [DPO@towerhamlets.gov.uk](mailto:DPO@towerhamlets.gov.uk)  You can find out more about your rights (including details of your rights about automated decisions, data rectification etc.) on our <https://tinyurl.com/y7wyba8u>  This notification provides information on the processing of your personal data and as such overrides any invalid data protection clauses in your contract of employment as previously issued to you. It is required to ensure that the council acts in accordance with the General Data Protection Regulations. |
| By checking the box, you are agreeing to the terms in this privacy policy |

|  |  |  |  |
| --- | --- | --- | --- |
| **Statement to be signed by the applicant** | | | |
| THE Partnership is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.  I acknowledge that THE Partnership is under a duty to protect the public funds it administers and to this end I agree it may use information provided on this form for the prevention and detection of crime and it may share this information with other bodies solely for these purposes.  I have read, and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.  I confirm that to the best of my knowledge, the information provided in this application form is true and correct and provides a fair representation of my skills and work experience. I understand that providing false or misleading statements or withholding information may result in withdrawal of an offer of employment or disciplinary action including dismissal from THE Partnership  I hereby give consent to the collection, storage, and processing of my personal data. | | | |
| **Signature of Applicant** |  | **Date** |  |
| If you submit your application electronically, you will be asked to sign it if you are called for an interview. | | | |