

Harrow Council

Application For Appointment

This Council is an Equal Opportunities Employer



Thank you for requesting an 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 1998 and the information provided will be treated as confidential. We will use your personal information for recruitment and selection auditing purposes but we will not produce audit reports that identify you personally

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Please read the enclosed Guidance Booklet 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 personal reference number 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.

Post Applied for:

Personal Reference No:

Post Reference Number:

Closing Date:

Where did you see this post advertised?

Personal Details

Surname / Family name

Forename

Any Previous Surnames / Family names

How would you like to be addressed in correspondence?

Mr Mrs Miss Ms Other:

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 currently employed by Harrow Council

Yes No

Are you employed by an Agency and currently working on Harrow Council Services

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

Name

Department

Relationship

Are you required to hold a work permit or certificate of sponsorship?

Yes No

If yes, please state if there are any limitations/ conditions on it:

Disability

If you do not answer this question, we will assume that you are NOT disabled

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 Council is keen to encourage disabled people to apply for jobs at the Council.

The following information is sought for three reasons:

- To underpin our commitment to the ‘Disability Symbol’ - in particular we need to make sure that disabled applicants are shortlisted if they meet the minimum criteria - those listed as ‘essential’ on the person specification;
- For monitoring purposes; and
- To determine any help you may require at the interview stage.

Do you consider yourself to have a disability?

Yes No

Is there anything we need to know about your disability in order to offer you a fair selection interview

Yes No

If YES please give details:

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 it's completion is therefore welcome and helpful.

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

Asian or Asian British

Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Asian Other	<input type="checkbox"/>

Black or Black British

African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Black Other	<input type="checkbox"/>

Chinese or Other Ethnic Group

Chinese	<input type="checkbox"/>
Any Other Ethnic Group	<input type="checkbox"/>

Mixed

White & Black African	<input type="checkbox"/>
White & Black Asian	<input type="checkbox"/>
White & Black Caribbean	<input type="checkbox"/>
Mixed Other	<input type="checkbox"/>

White

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
White Other	<input type="checkbox"/>

Gender

Female	<input type="checkbox"/>
Male	<input type="checkbox"/>

Please give details of any criminal convictions, cautions or bindovers that are not spent, If you require any more space please use additional sheets. 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**' in the box below. 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 and Development 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

References

One referee must be your current, or if you are not employed, your most recent employer. In addition, **your references must cover your last three years of employment.** Referees must be previous employers, not friends, or former colleagues and must not be related to you. If you are shortlisted references may be taken up before interview. Occasionally references may be sought from previous employers not listed below. 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.** Note: Reference requests will be addressed to the Manager/Director of your previous employing organisation.

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

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 marked 'A' (if you fail to do so, you will not be short listed). If you have received a role profile instead of a job description and person specification, please ensure that your supporting statement fully describes how your experience, skills and abilities meet the requirements of the Role Profile paying particular attention to the competences in Section 6.

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

Your Personal Ref. No. is