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| London Borough of Tower Hamlets – Morpeth SchoolApplication For Employment | | | | | | |
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| Job applied for: | | Head of Department - English | | | | |
| Please answer the questions fully, referring to the Selection Criteria and provide examples of the relevant abilities and experiences you have gained. **CVs are not accepted.** Any applications received after the closing date will not be considered. | | | | | | |
| Please email returned applications to: [recruitment@morpeth.towerhamlets.sch.uk](mailto:recruitment@morpeth.towerhamlets.sch.uk) | | | | | | |
| **The information you supply on this form will be treated in confidence** | | | | | | |
| Personal details | Last name: | | | | First name: | |
| Address: |  | | | | | |
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| Post code: |  | | | Country: | | NI number: |
| Email: | | |  | | | |
| Preferred Telephone Number: | | |  | | | |
| Are you applying for a job share? | | | Yes  No  If yes do you have a job share partner? Yes  No | | | |
| Do you hold a UK/EU Passport?  Or what visa do you currently hold?  Do you require sponsorship (previously a work permit)? | | | Yes  No | | | |
| Dates **not** available for interview:  (If there is a clash with the interview date we will try to re-arrange **if possible**) | | |  | | | |

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| **For Teachers:**  Date of recognition as a qualified teacher in England/ Wales: |  |
| DfE reference number: |  |
| If qualified after May 1999, in which school was induction completed? |  |
| Have you ever been subject to an investigation by your employer, the GTC or Independent Safeguarding Authority? | Yes  No  If Yes, please state details and outcome in separate sealed envelope marked ‘Confidential’. This will only be opened if you are called to interview. |
| **For NQTs only:** Have you provided evidence of passing the Skills Tests?  Please tick or cross | NumeracyLiteracy |
| **If you are successful you must provide evidence  of the above details prior to your appointment** | |

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| Current or most recent employment/voluntary work | | | | | | | |
| Employer: | | |  | | | | |
| Job Title: | | |  | | | | |
| Address: | | |  | | | | |
|  | | | | | | | |
| Post code: | | |  | | | | |
| Current/last salary: | | |  | | | | |
| Grade: | | |  | | | | |
| Benefits: | | |  | | | | |
| Start date: | | |  | | | | |
| Date of leaving (if applicable): | | |  | | | | |
| Reason for leaving: | | |  | | | | |
| Period of notice: | | |  | | | | |
| Brief description of main duties/responsibilities. (Please continue on a separate sheet/ attachment if necessary) | | | | | | | |
| Previous Employment or Work Experience Record | | | | | | | |
| Please provide full details of all your previous paid/unpaid employment in date order since leaving full-time education, explaining any breaks. Continue on another sheet if necessary. | | | | | | | |
| Name of employer/type of business | | Position held, duties and responsibilities | | | Reason for leaving | | Dates  from – to |
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| **Education Qualifications and Training** Please continue on another sheet if necessary. | | | | | | | |
| Name of Schools, Colleges, Universities | Name of Course | | | Start date (full date)  End date (full date) | | Qualifications and Grade achieved | |
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| Membership of Professional Organisations and Institutions | | | |
| Please provide details of any other relevant qualifications or records of achievement (e.g. courses attended), including membership of professional bodies. (Please note, if you are appointed we will need to see your original qualification certificates. Continue on a separate sheet if necessary). | | | |
| Professional Bodies or Institution | Membership status | Date obtained | By examination  (Yes /No) |
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| Personal Statement | | | |
| Abilities, skills, knowledge and experience | | | |
| Please use this section to explain in detail how you meet all of the requirements of the Selection Criteria and why you consider yourself suitable for the post. This should include all aspects of your education and experience, including paid or voluntary work, study or training that are relevant to this position. Continue on another sheet/attachment if necessary. | | | |
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| References | | | |
| Please provide the details of **two** principal referees and **one** back-up referee. These must be people to whom you are not related and to who can provide information relating to your work experience and suitability for the post. As a minimum, one should be your current employer, or (if unemployed) most recent employer. **For those already working in a school, the main referee must be your current Headteacher**. In the case of school/college/university leavers, your tutor.  Please note that we reserve the right to approach any of your previous employers for a reference and for education posts, references must be taken up in advance of interview.  In accordance with Safer Recruitment practises for positions within education and social care, reference details must be provided for all employment for the previous four years. (Additional information can be submitted during an interview). | | | |
| Main Reference 1 Main Reference 2 | | | |
| Name: |  | |  |
| Job title: |  | |  |
| Work relationship: |  | |  |
| Organisation: |  | |  |
| Address: |  | |  |
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| Post code: |  | |  |
| Telephone: |  | |  |
| **E-mail:** Please ensure this is correct |  | |  |
| May we approach them now? | | Yes  No | Yes  No |

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| Reference 3 (will be used in case of no response from one of the above) | | | | | | |
| Name & job title: | |  | | | | |
| Work relationship: | |  | | | | |
| Organisation & address: | |  | | | | |
| Telephone & email: | |  | | | | |
| May we approach them now? | | | Yes  No |  | | |
| Declarations | | | | | | |
| Relatives/other interests | | | | | | |
| Any candidate who directly or indirectly canvasses a Councillor or senior officer of the Council will be disqualified. | | | | | | |
| Are you related to or do you have a close personal  relationship with a Member (Councillor) or employee of the London Borough of Tower Hamlets, or with any pupil, employee or governor of the school? | | | | | Yes  No | |
| If yes, please provide details under separate cover, which will only be opened if you are called to interview. | | | | | | |
| If appointed, do you have any interests, carry out any work or hold any appointments that may conflict with this Council's employment? | | | | | Yes  No | |
| If yes, please specify: | | | | | | |
| Criminal convictions | | | | | | |
| It is an offence for an individual to attempt to engage in regulated activity (working with children) if they have certain criminal convictions; as a result, an individual would be unable to carry out the advertised role.  As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the school. The school are also required to carry out a DBS check in order to determine your suitability for the role.  Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.  We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role. 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. | | | | | | |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).  Yes  No  **If shortlisted for interview** and you have answered ‘yes’, you will be expected to provide the panel with details of the convictions(s) or offences(s) in a sealed envelope marked ‘Private & Confidential’. This will only be opened and considered if the panel agree to appoint you to the post. If you are not selected the envelope will be securely destroyed.  Our policy on the recruitment of ex-offenders is available on request. | | | | | | |
| Privacy Notice for Applications | | | | | | |
| This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.  Please ensure that you read this notice. Our full privacy notice for staff is available on request from our HR Officer.  **What Information Do We Collect and Why Do We Collect It?**  We collect the information from this application form in order to take a decision on recruitment and take steps to enter into a contract with the successful candidate. | | | | | | |
| **How we may share the information**We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers, including Tower Hamlets Council for the monitoring of the Equality and Diversity policy. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law, (including for the successful candidate Education Personnel Management for our Enhanced Disclosure and Baring Service, through their secure portal and Tower Hamlets Payroll for salary purposes).**How long we keep your information**We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. For successful candidates this will be for six years after your employment ends; for unsuccessful candidates this will be for no longer than three calendar months after notifying unsuccessful candidates, after which it will be securely destroyed.**Interview Documentation** If invited for interview, we will ask you to bring with you personal documentation including, but not limited to, the following:   1. Proof of address 2. Photo identification 3. Right to work 4. DBS 5. Qualification certificates 6. Details of any criminal convictions 7. Any other documents relating to your personal circumstances.   Copies of these documents will be retained for six years after employment ceases for successful candidates and for no longer than three calendar months after notifying unsuccessful candidates, in accordance to our Data Retention Policy. | | | | | |
| **Statement to be signed by the applicant**  The Council is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.  I acknowledge that the Council 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 Council.  I hereby give consent to the collection, storage, and processing of my personal data. | | | | | |
| Please note: If you are returning this form by e-mail, you will be asked to sign your application upon being called for interview. Candidates selected for interview will be notified within three weeks of the closing date. | | | | | |
| Signed: | | | | Date: | |

**PLEASE DO NOT FORGET TO RETURN THE SEPARATE EQUALITIES MONITORING FORM WITH THIS APPLICATION FORM.**