

Please return this form to:-
info@grange.newham.sch.uk



Grange Primary School,
Suffolk Road,
London
E13 0HE

Job Reference
Job Title
School

Job Application form

Before you commence working you **MUST** provide evidence to demonstrate your right to be in or work in the United Kingdom. If you are appointed to a post in the Authority you will receive further guidance.

Have you the right to work in the United Kingdom. Please select

Is this subject to a work permit / visa /? Please Select
If yes please provide evidence.

The decision to invite you to attend for assessment and/or interview will be based on the information you provide on this form. Please refer to the Recruitment Pack for more information and guidance on completing your application.

Please type or write clearly using black ink as this form may be photocopied.

Are you applying for this position on a Job Share basis? Please select

SECTION 1 - PERSONAL/CONTACT DETAILS

Title:

Forename(s):

Surname:

Address:

Postcode:

Mobile Telephone:

E-mail Address:

Fax no:

Daytime Tel/Minicom:

Evening Tel/Minicom:

National Insurance Number:

Please indicate how you would prefer to be contacted (we will try to use your preferred method wherever possible):

E-mail:

Postal Address:

Home Telephone:

Mobile:

Please tell us below any dates when you will not be available for interview.

(if these coincide with the interview date we will re-arrange if possible but cannot guarantee this).

SECTION 2 - Disability Discrimination Act



We are able to make provision for people with special needs. Such adjustments may include arranging a signer, providing information on tape, in braille or large print, or changing the location of the interview if access to an upper floor is not possible.

If there any such help you require for interview or throughout the application process
Please Select
Please State

SECTION 3 - Employment History

Please give a summary of all employment, including any freelance, voluntary and relevant unpaid work, ensuring that you address any gaps in employment. (Continue on a separate sheet if necessary.)

Current Employer's Name & Address If you currently work for LBN Via an agency you should give the name of the agency (followed by the LBN Section you are working for in brackets)	Dates From and To	Position Held	Current Salary
Previous Employer's Name & Address (most recent first)	Dates From and To	Position Held	Reason for leaving

SECTION 4 - Qualifications

Please list any qualifications you have obtained in secondary school, further/higher education, university, professional or technical institutes, including part-time attendance.

You may be asked to provide evidence of any qualifications stated.

Schools/College/University	Qualification and grade achieved	Or date expected to complete

SECTION 5 - Supporting Statement

This is the most important section of your application.

You should tell us how you meet the criteria in the person specification, giving specific examples wherever possible including knowledge, abilities, skills and experience gained both inside and outside paid work, or through study and training. If you do not complete this section we will not be able to consider you for shortlisting as we will not have enough information to assess your application. For further guidance on completing this section, please refer to information supplied in the Recruitment Pack.

If you are unable to meet some of the criteria due to a disability, please address this clearly in your supporting statement. If you meet the remaining criteria you will be shortlisted and we will explore with you if there are ways the job can be changed to enable you to meet the job requirements. This could include adjustments to equipment, premises or job duties.

SECTION 6 - References

Please provide two referees who can confirm your suitability for this job. Personal references are not acceptable and referees must not be related to you. One referee must be your current employer or your most recent employer if you are currently not in employment. If you are a school leaver, or in full time education, you should give the name of your teacher/lecturer.

First Referee: In order to comply with safer recruitment guidelines references will be requested prior to interview	Second Referee: In order to comply with safer recruitment guidelines references will be requested prior to interview
Name:	Name:
Position:	Position:
Address:	Address:
E-mail:	E-mail:
Tel No:	Tel No:
Mobile:	Mobile:
How do you know this person:	How do you know this person:

SECTION 7- Rehabilitation of Offenders Act - Please read carefully

Because of the nature of the work for which you are applying, this post is exempt from the provision of the Rehabilitation of Offender (Exception) (Amendments) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the Provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in a dismissal or disciplinary action by the Authority.

However 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. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Any information given will be completely confidential and will be considered only in relation to any application for positions to which the Order applies. You are asked to note that a check will be carried out on Police records for details of any criminal Offence.

(a) 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)?
Please Select

If yes, give details, place in a sealed envelope and attach to this form

(b) Are you on the barred list database or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (eg DfE)?
Please Select

(c) Are you living with someone who has been barred from working with children (DBS)?
Please Select

(d) Are you living in the same household as someone who has been disqualified from working with children under the Childcare Act 2006?
Please Select

Do you hold a full/clean driving licence? Please Select

(Please refer to the Recruitment Pack for information on whether a driving licence is needed for this post)

If yes, what type of licence do you hold?

Have you previously worked for Newham Council? Please Select

(If yes, please give date(s), Department(s) and Position(s) held:

Are you related to any Councillor, Employee, Head Teacher or School Governor of Newham Council? Please Select

(If yes, please give date(s), Department(s) and Position(s) held:

Do you have any interests or hold any appointments that may conflict with this Council's employment? Please Select

(If yes, please give date(s), Department(s) and Position(s) held:

SECTION 8- Declaration

I declare that to the best of my knowledge the information given in this application and in any accompanying documents is correct. I understand that any false or misleading information given during the application process may lead to me being dismissed without notice. I agree that the council can check the information I have supplied including approaching any of my previous employers for a reference if required.

I also understand that the information I have given will be used and retained in accordance with the provisions of the Data Protection Act. This will include using the information for the purposes of selection for the post in which it applies, making appropriate checks and such information will be made available to all persons involved in the selection process. All forms will be kept for a period of 6 months from completion of the selection process. Forms submitted by the successful candidate will be maintained on the relevant personnel files. Information relating to my application may be kept for monitoring or research purposes beyond the 6 months. I understand the Council will anonymise this as far as possible. I understand that I must not, under any circumstances, attempt to influence councillors/employees of the Council concerning my application for employment.

Security and Probity Checks:

The Council is under a duty to protect those to whom we provide services and the information and material we hold. All new staff may therefore be required to provide proof of any of the matters set out in their application form and the Council reserves its rights to make appropriate additional checks in respect of the information provided by you.

In addition if you are successful you will be required to complete a declaration of interests form and provide proof of identity and nationality on or before your first day of employment. If acceptable evidence is not provided or if the declaration of interest form indicates there is a potential for an unacceptable conflict of interest, which cannot be resolved, then any appointment cannot commence.

Signed	Date
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Please note: if you have completed this application electronically you will be asked to sign the form should you be invited to an interview.

Equalities and Diversity Monitoring Information

The London Borough of Newham recognises that everyone in Newham has a right to play a full part in the life of the borough. This means that everyone should have equal access to council services, job opportunities and to having their voices heard.

It is the council's position that everyone should be treated fairly, without discrimination and with respect of their human rights, regardless of their gender, race, age, disability, sexual orientation, HIV status, religion, natural or social origin or class. The information requested on this form will help us to monitor the Council's effectiveness in achieving equality for all and valuing diversity.

The information you give on this form will be treated in the strictest confidence and retained and processed in accordance with the provision of the Data Protection Act. The information will be used for statistical purposes only and is not part of the selection process. This page will be separated from your application prior to shortlisting.

1. Where did you see the post advertised/hear about this vacancy?

(Please give the name of newspaper/journal, website etc).

2. Gender: Please Select

3. Age:

Date of Birth:

4. Do you consider yourself disabled? Please Select

(The Disability Discrimination Act says that this would be "a substantial or long term physical or mental impairment or health issue which could adversely affect your ability to carry on normal day to day activity")

If yes, please state the nature of your disability:

5. Sexual Orientation:

Which classification best describes your sexual orientation? Please Select

6. Ethnic Origin:

Please indicate your ethnic origin from the list below which is based on the official 2001 census categories. Please select

THANK YOU FOR YOUR CO-OPERATION.

PLEASE RETURN THE **COMPLETE FORM** TO THE ADDRESS ON THE FRONT PAGE