

# Job Application Form

POSTION APPLIED FOR:

REFERENCE NUMBER:

WHERE DID YOU SEE THIS ADVERTISED?

Please complete all sections in black ink and BLOCK CAPITALS. Please delete as appropriate where \* indicates. Refer to Job Description / Person Specification / Guidance Notes for help. Please note, if you have not heard from us within 4 weeks of the closing date, you should assume that your application has been unsuccessful.

## 1. PERSONAL DETAILS

TITLE (please tick)

Mr  Mrs  Miss  Ms  other

SURNAME:

FIRST NAME(S)

KNOWN AS:

CURRENT ADDRESS:

POSTCODE:

EMAIL:

HOME TELEPHONE  
NUMBER:

WORK TELEPHONE  
NUMBER:

MOBILE TELEPHONE  
NUMBER:

## 2. Working in the UK

Are you eligible to work in the UK/EEA?

Yes

No

Do you need a work permit or sponsorship certificate to work in the UK?

Yes  No

If yes, please clarify your status

Do you require leave to remain?

Yes  No

National Insurance Number

### 3. CURRENT EMPLOYMENT

Employer's Name

Address:

Postcode :

Telephone Number:

Position Held:

Grade:

Salary/Wages:

Date From:

Leaving Date or notice required:

Reason for Leaving:

Please describe briefly the main duties of this post:

### 4. PREVIOUS EMPLOYMENT

continue on separate sheet if

## necessary

Starting with your most recent job, paid and/or unpaid, please list previous employment providing all of the details requested. It is important that you include periods of unemployment, detailing which office you may have received benefits from, and if you have been self employed you will need to provide proof.

Name of employer/organisation and full address	Job Title	From Month/Year	To Month/Year

## 5. REFEREES

If you are successful we will obtain references which may cover a full five year history, they could include time spent in education. Your first referee must be your current or last employer (if you have one). If you are a school/college leaver give the details of your Head teacher or Tutor. Relatives will not be accepted as a referee. If you are not currently working with children, one referee must be from the organisation where you last did, if appropriate.

Questions will be asked in relation to ability and performance. In relation to work with children we will also be seeking information about any past disciplinary issues and/or allegations relating to children and/or child protection which you may have been subject to. If you have any concerns about this please contact the Recruiting Officer.

Please note that in accordance with requirements under the safer recruitment guidelines if you are applying for a position working with children and/or vulnerable adults and are shortlisted, references will be automatically requested so as to be available to the panel at interview stage.

### FIRST REFEREE

NAME:

POSITION IN ORGANISATION:

BUSINESS ADDRESS:

TELEPHONE NUMBER:

FAX NUMBER:

RELATIONSHIP TO APPLICANT:

EMAIL ADDRESS:

### SECOND REFEREE

NAME:

POSITION IN ORGANISATION:

BUSINESS ADDRESS:

TELEPHONE NUMBER:

FAX NUMBER:

RELATIONSHIP TO APPLICANT:

EMAIL ADDRESS:

### EDUCATION

Please state the name(s) of the Secondary School, Colleges and University attended.

Name of Secondary School:

Date from :

Date to:

Qualifications and grades obtained:

Name of College/University/other:

Date from:

Date to:

Qualifications and training with grades obtained (if applicable):

Name of College/University/other:

Date from:

Date to:

Qualifications and training with grades obtained (if applicable):

## PROFESSIONAL QUALIFICATIONS/REGISTRATIONS (EG GSCC, DFES)

Please provide details of any professional qualifications and membership of professional institutes that you hold.

Name of qualification and professional body:

Membership grade and number:

Date obtained:

Name of qualification and professional body:

Membership grade and number:

Date obtained:

## TRAINING

Please give details of any training that you have received, which supports your application. Include any on the job training as well as formal courses.

Name of course:

Date from:

Date to:

Name of College/University/other:

Name of course:

Date from:

Date to:

Name of College/University/other:

**9. SUPPORTING STATEMENT** **continue on separate sheet if necessary**

Please use this space to tell us how you meet each of the points on the Personal Specification – you will find it useful to refer to the Guidance Notes to help you complete this part of the form. We need to have this information in order to consider your application.

## 9. DECLARATION

### Rehabilitation of Offenders Act 1974

If the job that you are applying for involves working with or has access to children or vulnerable adults or their records, we may require an enhanced Disclosure from the Disclosure & Barring Service and need to have information from you regarding any previous, existing or pending convictions or cautions. The advert and/or job description will state that the job is exempt from the Rehabilitation of Offenders Act.

If you are applying for such a job, you are not entitled to withhold information even if you have convictions, which would normally be considered as 'spent'. Please answer Q1 and Q2 only.

1. Have you ever been cautioned or convicted of a criminal offence?

Yes  No

2. Have you ever been disqualified from working with children or vulnerable adults?

Yes  No

3. Have you ever been the subject of allegations of any kind relating to Children or



Vulnerable Adults or their records whether founded or otherwise?  
Yes  No

If you fail to disclose any criminal convictions or cautions, including those 'spent', it could result in withdrawal of the job offer, dismissal or disciplinary action by the Authority. You may be asked to provide details to the panel if selected for interview. Possession of a conviction or caution will not necessarily mean that you won't be appointed, each case is considered on its merits.

Are you related to, or have a close personal relationship with, any Royal Borough School Governor, Councillor, or employee?  
Yes  No

If YES, please state their name and the position they hold.

Name:

Position held:

Name:

Position held:

**Canvassing of employees or councillors directly or indirectly will disqualify candidates from appointment.**

#### **Data Protection**

The Royal Borough intends to fulfil all its obligations under the Data Protection Act 1998 (the Act). The Royal Borough will ensure that all processing of data falling within the scope of the Act is appropriately notified to the Information Commissioner. Individuals whose information is held and processed by the Royal Borough can be assured the information will be maintained in confidence and treated with all due care. The Royal Borough tries to keep information held about you accurate and up-to-date. However if you find any inaccuracies you have the right to have them corrected.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided in your application 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.

#### **Political Restrictions**

Some posts are also subject to political restrictions under the provisions of the Local Government and Housing Act 1989. If the post is subject to these conditions, further details will be made available to you.

**Declaration**

I will declare if appointed, my intention to continue to work for any other employer or on a self employed basis (under the Working Time Directive).

I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal.

**I authorise the Royal Borough of Greenwich to check this information supplied.**

SIGNED:

DATE:

## 10. EQUAL OPPORTUNITIES MONITORING INFORMATION

The Royal Borough wishes to ensure there is a genuine equality of opportunity in employment. It is collecting the following information to monitor the success of its equality initiatives. **This information will be held by Human Resources and not seen by the appointment panel.**

Position applied for:

Ref no.

Last name:

Initials:

Date of Birth  
(dd/mm/yyyy):  
(You will need to produce proof if  
appointed.)

Where did you see the post  
advertised?

I am      Male                      Female

Do you consider you have a disability which falls within the Disability  
Discrimination Act?

Yes                      No

The Disability Discrimination Act considers a person disabled if:

- You have a longstanding physical or mental condition or disability that has lasted 12 months or is likely to last 12 months or more  
and
- This condition or disability has a substantial adverse effect on your ability to carry out normal day-to-day activities.
- 

I would describe my ethnic origin as:

**White**

British

Irish

Any other White background (please specify):

**Mixed**

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background (please specify):

**Asian or Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background (please specify):

**Black or Black British**

Caribbean

African

Any other Black background (please specify):

**Other ethnic group**

Any other ethnic group (please specify):

**I would describe my Religion as:**

Christian

Muslim

Hindu

Buddhist

Jewish

Sikh

Prefer not to say

None

Other

Please specify if not listed here :

**I would describe my Sexual Orientation as:**

Bi-sexual

Gay Man

Lesbian

Heterosexual

Prefer not to say

**Are you currently employed by GS Plus**

Yes

No