

# APPLICATION FORM



The Guidance Notes have been provided to assist you and help you make the best of your application.

Please complete this form in black ink or you may type your replies. The information you provide on this form will be treated in strict confidence.

A Curriculum Vitae is not acceptable unless otherwise stated.

Post Applied for:.....

Please return this form to Morpeth School, Portman Place, London E2 OPX



## PERSONAL DETAILS

Last Name:..... First Names:.....

Previous Last Names:.....

Address (including postcode): .....  
.....  
.....

National Insurance number:

DFEE reference number (if applicable).....

Date of recognition as a qualified teacher in England/Wales: .....

Dates not available for interview: .....

Home Telephone No.: ..... Day Time Telephone No.: .....

Mobile Telephone No.: ..... Email: .....

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes  No  (See Guidance Notes - para 6)

## PRESENT OR MOST RECENT EMPLOYMENT (BLOCK CAPITALS PLEASE)

Employer: .....

Address: .....  
.....  
.....

Date commenced: ..... Basic Salary: .....

Job Title: ..... Grade and Spinal Point: .....

School: (if applicable) ..... Notice required: (if applicable) or date left: .....

Reason for leaving.....









## REHABILITATION OF OFFENDERS ACT 1974

You are asked to refer to guidance notes entitled Rehabilitation of Offenders Act 1974. Any information given will be treated with confidentiality and only considered in relation to the post for which you are applying.

Do you have a Criminal Conviction(s) or a Police Caution(s) ? Yes  No

If you answer YES and you are successfully shortlisted you will be expected to provide the panel with details for the conviction(s) or offence(s) in a sealed envelope. 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. *All posts at Morpeth School require a Criminal Records Bureau disclosure.*

Failure to disclose any conviction(s) for an exempt post, whether spent or not may lead to the withdrawal of the offer of employment.

## REFERENCES

Please give the names and addresses of two persons who are able to provide references relating to your work experience (one should be your present employer) and suitability for the post you have applied for.

1. Name:.....	2. Name:.....
Position (job title):.....	Position (job title):.....
Address (incl. postcode): .....	Address (incl. postcode):.....
.....	.....
.....	.....
Tel. No.....	Tel. No.....
Fax. No.....	Fax. No.....
E-mail: .....	E-mail: .....

Are you willing for your present employer to be approached before your interview? Yes  No

## FACILITIES AT INTERVIEW

If you are a person with a disability is there anything we need to know about your disability in order to offer you a fair selection interview.

Is there any special help which you require for the interview? Yes  No

If yes please specify: e.g. would you like to be interviewed in a venue with wheelchair access or to be provided with a sign language interpreter or tape/braille version of the job description:

.....  
.....  
.....

Please indicate the type of employment required Full time  Part time  Job Share

If job share, are you applying with a partner? Yes  No

If yes please give name of your partner .....

Do you hold a current driving licence? Yes  No

Are you a friend or relative (or have other links with) a Councillor or a Council Officer graded PO1 or above? Yes  No

If yes specify (name, position and relationship): .....

Candidates selected for interview will be notified within three weeks of the closing date. It is regretted that applicants who do not hear further within the three week period, must conclude that their application has not been successful.

Any candidate who directly or indirectly canvases a Councillor or senior officer of the Council will be disqualified. The Council does not bind itself to appoint any applicant.

## DATA PROTECTION ACT 1998

Under the Data Protection Act 1998, Tower Hamlets' Council reserves the right to collect, store and process personal data about applicants in so far as it is relevant to your application. This also applies during employment and for six years thereafter. This includes processing of sensitive data for the purposes of monitoring the Council's equality and diversity 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 given in this application form is true and correct and gives a fair representation of my skills and work experience. I understand that giving false or misleading statements or withholding information may result in disciplinary action including dismissal from the Council or withdrawal of an offer of employment.

I hereby give consent to the collection, storage and processing of my personal data.

Signed:

date:

**PLEASE RETURN THIS FORM NO LATER THAN THE CLOSING DATE SHOWN IN THE ADVERTISEMENT**

# EMPLOYMENT MONITORING

Tower Hamlets Council has an equality and diversity policy and is keen to ensure that the policy is working effectively. The information you provide will be treated in the strictest confidence and will be used only for statistical monitoring and is not used as part of the interview selection process.

## ABOUT YOU

Last Name.....

Postcode .....

Where did you see this job advertised?

-----  
(name of newspaper/journal, Council vacancy bulletin, friend, website etc.)

## GENDER

Are you: Female  or Male

A Tower Hamlets resident ? Yes  or No

Applying for: Full time  or Part time

## ETHNICITY

### ASIAN

Bangladeshi  Chinese  Indian   
Pakistani  Vietnamese   
Other Asian

### BLACK

Caribbean  African Somali   
Other African  Black other

### MIXED OR DUAL HERITAGE

White & Asian  White & Black African   
White & Black Caribbean  Mixed other

### WHITE

English  Irish  Scottish  Welsh   
White other

**OTHER** any other ethnic background (please specify)  
.....

## SEXUAL ORIENTATION

How would you define your sexual orientation:

Bisexual  Heterosexual  Gay

Lesbian  Decline to state

## AGE

Date of Birth:.....

## RELIGION/BELIEF

What is your religious belief?

Buddhist  Judaism  Christian

Muslim  Hindu  Sikh

Other  Decline to state

## DISABILITY

Do you consider yourself to be disabled?

Yes  No

## WHAT DO WE MEAN BY A DISABILITY

The Disability Discrimination Act defines disability as 'a physical or mental impairment with long term, substantial effects on ability to perform day to day activities.

## EXAMPLES OF DISABILITIES

The following list of conditions or impairments is given as a guide and is not meant to be exclusive. We have provided this list as it may help you answer the question.

### Hearing, speech or visual impairments

(if you wear glasses or contact lenses this is not normally considered a disability)

**Co-ordination, dexterity or mobility** (eg polio, spinal cord injury, back problems, repetitive strain injury)

**Mental health** (eg schizophrenia, depression, severe phobias)

**Speech impairment** (eg stammering)

**Learning disabilities** (eg Down's syndrome)

### Other physical or medical conditions

(eg diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc.)

## DECLARATION

I confirm that to the best of my knowledge, the information given in this monitoring form is true and correct. I hereby give consent to the collection, storage and processing of my personal data.

Signed:

Date: