

# Application Form

Please ensure you complete all sections of this form and note C.V.s will not be accepted

Post applied for	Reference
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## Personal Details

Title: eg: Mr, Miss, Ms, Mrs other	Last Name
First Name	Known as
Any former names	
Address	
Postcode	
Preferred telephone number	Email
How would you like us to contact you about your application?	Email <input type="checkbox"/> Post <input type="checkbox"/>

## Working in the UK

Are you eligible to work in the UK/EEA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you require a work permit to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
National Insurance Number	Date of birth	

## Employment History

Starting with you most recent job, paid and/or unpaid, please list 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.

If you are successful we will obtain references, which may cover a full three-year history, they could include time spent in education. In addition to information on ability and performance we will be seeking information on recent sickness.

Name of Current/Last Employer	
Address	
Postcode	
Employer's telephone number	
Job title	Salary
Date from	Leaving date or notice period
Reason for leaving	
Brief description of responsibilities	

**Employment history cont.****Previous Employment**

Employer's/Organisations Name	Salary
Address	Post code
Post held	Date from to
Reason for leaving	

Employer's/Organisations Name	Salary
Address	Post code
Post held	Date from to
Reason for leaving	

Employer's/Organisations Name	Salary
Address	Post code
Post held	Date from to
Reason for leaving	

Employer's/Organisations Name	Salary
Address	Post code
Post held	Date from to
Reason for leaving	

Please provide details of any gaps of employment history – with dates

Please tell us how many days you have been absent from work due to sickness in the last 2 years

Total days	Number of occasions
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**Referees**

Please give the details of two referees. One of these should be your Line manager with your present and/or last employer. Please see guidance notes for more information.

Referees name	Post held
Address	
	Postcode
Email address	Telephone number
Your relationship to the referee	

Referees name	Post held
Address	
	Postcode
Email address	Telephone number
Your relationship to the referee	

## Previously employed by London Borough of Redbridge

If you have been previously employed by the London Borough of Redbridge, please complete this section

Post held	Date from	to
Location	Line manager	
Reason for leaving		

## Qualifications and training

Secondary Education		
Name of school/college	Date from	to
Address		
Post code		

Qualifications and grades of obtained

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

Name of College/University/Other	Date from	to
Address		
Post code		

Qualifications and grades of obtained

Name of College/University/Other	Date from	to
Address		
Post code		

Qualifications and grades of obtained

## Professional Qualifications/Registrations (EG GSCC, DFES)

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

Name of professional body
Membership grade and number
Date Obtained

Name of professional body
Membership grade and number
Date Obtained

Name of professional body
Membership grade and number
Date Obtained



## Disability

The Disability Discrimination Act protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have, or have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability we will make adjustments to the working arrangement and/or the working environment provided it is circumstances to do so.

Do you have a disability you wish us to know about at this stage? Yes  No

Please let us know what access requirements you have.

## Declaration

Are you related to, or have a close personal relationship with, any councillor, council employee or school governor for the school you are applying Yes  No

If Yes, please state their name and the position they hold

Name	Position held
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Name	Position held
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## Canvassing of employees or councillors directly or indirectly will disqualify candidates from appointment.

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

This authority is under 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.

I will declare to the London Borough of Redbridge, if appointed, my intention to continue work for another employer or on a self employed basis (under the Working Time Directive).

## Data Protection

The Council intends to fulfil all its obligations under the Data Protection Act 1998 (the Act). The Council will ensure that all processing of data falling within the Act is appropriately notified to the Information Commissioner. Individuals whose information is held and processed by the Council can be assured the information will be maintained in confidence and treated with all due care. The Council 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.

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 London Borough of Redbridge to check the information supplied and hold all such information in both paper and electronic formats.**

Signature

Date





# Declaration of Offences

Before completing this form, please read the following notes carefully.

**Exempt**

### Rehabilitation of Offenders Act 1974

This post is exempt from the above act, as the nature of the job falls within the type of work excluded from the Act by the 1975 and 2001 Exceptions Amendment. This means you must declare on this form all offences, convictions, cautions, bindovers or any court cases you may have pending. Convictions will not necessarily be a bar to employment with the council.

As this post involves working with or has access to children or vulnerable adults and/or their records, we will require an enhanced Disclosure from the Criminal Records Bureau for the successful candidate.

Have you ever been cautioned or convicted of a criminal offence? Yes  No

Have you ever been disqualified from working with children or vulnerable adults? Yes  No

Do you have any unspent criminal convictions or cautions? 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.

If you do not have any, please write none.

Details of offence(s)	Place and date of Judgement(s)	Sentences(s)

Possession of a conviction or caution will not necessarily mean that you won't be appointed, each case is considered on its merits. All information given will be treated in the strictest confidence and will be used for this job application only.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may after appointment lead to disciplinary action, which could lead to my dismissal without notice.

Name (Please print) \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_