

Completing Your Application Form

- Ensure that you have completed the top section of the application form stating the job you are applying for, closing date and reference number if applicable
- You may find enclosed with the application form the Job Profile and the Person Profile
- If enclosed, you must refer to the Job Profile and each point in the Person Profile, but more particularly the essential criteria, to give as much information as you can about why you think you are suitable for the job, giving clear examples
- You must complete ALL sections of the application form as clearly as possible, it can be hand-written or typed CV's can only be accepted as additional information
- You can use additional sheets of paper as necessary and make sure they are securely attached to your application form
- Applicants must complete the reference section of the form and unless otherwise indicated references will be taken up before the interview. Candidates who are already employed by the Council should give the name of their current line manager as their referee
- Your completed form must be returned before the closing date - applications received after the closing date will not usually be considered
- If you have any queries about completing your application form, please telephone the contact person identified in the advert

NOTES FOR GUIDANCE

References

- a) All referees should be professional rather than personal ones.
- b) If you are applying from outside the maintained sector of education, your most recent employer should be given as a referee.
- c) Please note that where other referees are given, the Council reserves the right to contact referees other than those nominated, in accordance with the practice outlined in (a) to (e) above.
- d) If you do not wish confidential references to be sought, it is essential that you state this and the reasons why, when returning this form.

General

- a) The canvassing of any governor or member of the Council, directly or indirectly, for any post in the Council's service will disqualify the applicant from the appointment.
- b) Please return this form to the address specified in the vacancy advertisement.
- c) In the interest of the economy, it is not the Council's policy to notify candidates who have been unsuccessful. Nevertheless, the Council is appreciative of your interest in this appointment.

School Support Staff Application

Encouraging diversity, promoting talent



Job Reference number:

Closing Date:

Position applied for:

School name:

Please complete in black

Personal Details - Please use Block Capitals

Preferred Title (e.g. Mr, Mrs, Miss, Ms)	First Name(s)	Surname
Address (including post code)		
Daytime telephone number (including code)	Evening/weekend/mobile telephone number (including code)	e-mail address
Date of Birth	NI Number	
Are you legally entitled to work in the UK?		Are you required to hold a work permit?
The Asylum and Immigration Act 1996 requires us to seek proof of your right to work in the UK. If you are invited for an interview and are successful you will need to provide the relevant documentation.		

Present/Most Recent Employer

Name and Address of present/most recent employer	Date of appointment:
Notice required to terminate present employment	Salary and Grade
Details of present post, including main duties and responsibilities.	
Reason for leaving:	

Details of Previous Employment

Name of employer:	Exact details and nature of work:	From	To	Reason for leaving

Please give details of any gaps in employment and reasons why.

Secondary & Further and Higher Education

Name of school/FE college/Uni:	Dates: From	To	Qualification:	Subjects and grades:

Disability

Do you consider yourself to have a disability?

We welcome applications from people with disabilities. If you have a disability and are invited for an interview, please give details of any special arrangements that you require.

Additional Information

If you are the parent, grandparent, partner, child, stepchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or member of council staff, or the partner of such persons, please give details

If you are appointed and have any business, financial and/or political interests which might conflict with the duties or responsibilities of this post please give details

Note: if this post is subject to political restriction under the provisions of the Local Government Housing Act 1989, further details will be made available to you.

Disclosure of criminal convictions

This post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Failure to disclose all criminal convictions and cautions, including those classified as spent under the provisions of the Act may result in dismissal or disciplinary action by the Council.

If you have ever been convicted of a criminal offence or cautioned please give details (offence, date and sentence imposed)

Equal opportunities policy

The London Borough of Havering aims to promote and ensure equality of opportunity and equal treatment of all. Copies of the full Council policy statement are available on request.

The Council's objective is to ensure that no job applicant or employee receives less favourable treatment, directly or indirectly, on the grounds of gender, age, disability, marital status, sexual orientation, creed/religion, ethnic or national origin. Disabled employees are offered the same opportunities as other employees for training, promotion and career development.

Health

Please state the number of days absent from work due to sickness in the last two years and indicate reasons.

Please note: You may be subject to an occupational health check as part of Havering's recruitment procedure.

Referees (please refer to the guidance notes)

Please provide the name, position, address, telephone number and e-mail address of 2 referees

First referee:

Position:

Address:

Telephone:

Email:

Second referee:

Position:

Address:

Telephone:

Email:

Please give details of any dates on which you would be unable to attend an interview:

Relevant Experience and Skills

Please read 'Completing your Application Form' before completing this section. Please use additional sheets if needed.

Declaration

I declare that the information I have entered is true and correct, and I understand that any false information or failure to disclose criminal activities may result in dismissal or disciplinary action being taken.

(If you are returning your application electronically, you will required to sign at interview)

Signed:

Date:

Please return completed applications to the address specified within the advertisement