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| **Application Form** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Confidential**  The accompanying guidance notes provide advice on how to fill in this form | | | | | | | | | | | | | | | | **Please return to:** | | | | | The Devonshire Hill Nursery and Primary School  Weir Hall Road  London N17 8LB  Email: **recruitment@devonshirehill.haringey.sch.uk** | | | | | | | | | | | | | | | |
| Position applied for: **School Business Manager** | | | | | | | | | | | | | | | | | | |  | | Closing Date: **Friday 12th November (noon)** | | | | | | | | | | | | | | | |
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| **1** | **Personal Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Title: | | | | | | | | Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other please state | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last name: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| First name(s): | | | | | | | |  | | | | | | | | | | | | Known as: | | | | |  | | | | | | | | | | | |
| Address | | | | | | | |  | | | | | | | | | | | | Post code: | | | | |  | | | | | | | | | | | |
| How would you like us to contact you? | | | | | | | | | | | | | | | | | Email ☐ | | | | Post ☐ | | | | | | | | | | | | | | | |
| Preferred telephone number: | | | | | | | | | | | | |  | | | | | | | Mobile number: | | | | |  | | | | | | | | | | | |
| National insurance number: | | | | | | | | | | | | |  | | | | | | | Email: | | | | |  | | | | | | | | | | | |
| Are you eligible to work in the UK/EEA? | | | | | | | | | | | | | | | | | | | | Yes ☐ No ☐ | | | | | | | | | | | | | | | | |
| Do you need a work permit or sponsorship certificate work in the UK? | | | | | | | | | | | | | | | | | | | | Yes ☐ No ☐ | | | | | | | | | | | | | | | | |
| Do you require further leave to remain? | | | | | | | | | | | | | | | | | | | | Yes ☐ No ☐ | | | | | | | | | | | | | | | | |
| If yes, please clarify your status: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **(If your application is successful you will be asked to provide documentary evidence of your entitlement to work in the UK before you commence employment.)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **2** | **Present or most recent employment**  (Please start with your most recent/current employment. If you do not have an employment history please leave blank) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of employer: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Postcode: | | | | | | | | | | | | |  | | | | | | | | | Telephone number: | | |  | | | | | | | | | | | |
| Position held: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Date started: | | | | | | | |  | | | | | | | | Until: | |  | | | Leaving date or notice required: | | | | | | | | | | |  | | | | |
| Salary: | | | |  | | | | | | | Grade if known: | | | | | | |  | | | Full-time: | | | ☐ | | | | | Part-time: | | | | | | ☐ | |
| Hours: | | | | | | | |  | | | | | | | | Permanent: | | | | | | |  | | Temporary: | | | | | | | | | ☐ | | |
| Brief description of duties: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reason for leaving if no longer employed: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **3** | **Previous Employment Experience**  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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employers name  and address | | | | | | | | | | Position held  and brief duties | | | | | | | | | | Dates from/to dd/mm/yy | | | | | | | Salary | | | | | Reason for leaving | | | | |
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| **PLEASE PROVIDE DETAILS OF ANY GAPS IN YOUR EMPLOYMENT HISTORY – WITH DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **4** | | **Education, Training and Qualifications (since age 11)**  Please state the name(s) of the Secondary School, College and University attended and grades / qualifications obtained. (Most recent first) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Dates** | | | | | | | | | | | | | **Name of establishment** | | | | | | | | | | | | **Examination results (subject, level, grade)** | | | | | | | | | | | |
| **From** | | | | | | **To** | | | | | | |
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| **Professional Qualifications / Registrations**  Please provide details of any professional qualifications and membership of professional institutes that you hold. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Name of professional body** | | | | | | | | | | | | | | | **Membership grade and number** | | | | | | | | | | | | | | **Date obtained** | | | | | | | |
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| **5** | | **Training courses attended if relevant**  Please give details of any training that you have received, which support your application. Include any on the job training as well as formal courses. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Dates** | | | | | | | | | | | | | **Course title or description and provider** | | | | | | | | | | | | **Courses attended** | | | | | | | | | | | |
| **From** | | | | | | **To** | | | | | | |
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| **6** | | **Statement in Support of Application**  Please use this space to tell us how you meet each of the points on the person 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **7** | | **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 Headteacher of Tutor or the manager of a voluntary group for whom you have worked. **Please note: - that it is our policy to request references prior to interviews for short listed candidates only.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Referees name:** | | | | | | |  | | | | | | | | | | | | | | **Referees position:** | | | | | | | | |  | | | | | | |
| **Address:** | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | **Post Code:** | | | | | |  |
| **E****mail address:** | | | | | | |  | | | | | | | | | | | | | | **Telephone number:** | | | | | | | | | |  | | | | | |
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| **Referees name:** | | | | | | |  | | | | | | | | | | | | | | **Referees position:** | | | | | | | | |  | | | | | | |
| **Address:** | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | **Post Code:** | | | | | |  |
| **Email address:** | | | | | | |  | | | | | | | | | | | | | | **Telephone number:** | | | | | | | | | |  | | | | | |
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| **Miscellaneous** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Canvassing of employees or councillors directly or indirectly will **disqualify** candidates from appointment.  **Are** you related to, or have a close personal relationship with, any Councillor, School Governor or Council employee? Yes ☐ No ☐ If YES, please state their name and the position they hold. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | | |  | | | | | | | | | | | | | | | | | | Position held: | | | | | | |  | | | | | | | | |
| Name: | | |  | | | | | | | | | | | | | | | | | | Position held: | | | | | | |  | | | | | | | | |
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| **Data Protection**  The Council intends to fulfil all its obligations under the Data Protection Act 1998 and General Data Protection Regulations. The Council will ensure that all processing of data falling within the scope of the regulations 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.  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 this post is subject to these conditions, further details will be made available to you. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **External Applicants** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Have you ever worked for Haringey Council or a Haringey School? | | | | | | | | | | | | | | | | | | | | | | | | | Yes ☐ No ☐ | | | | | | | | | | | |
| If yes, please give dates: | | | | | | | | | | | | | From: | | |  | | | | | To: | | | |  | | | | | | | | | | | |
| Position held: | | | | | | | | |  | | | | | | | | | | | | Line Manager: | | | |  | | | | | | | | | | | |
| Job title on leaving: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Reason for leaving: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of School / Directorate: | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
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| **8** | | **Disclosure and Barring**  The school is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren’t “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  The school will use the DBS check to ensure it complies with the Childcare Disqualification Regulations  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy statement.  Do you have a DBS certificate? Yes ☐ No ☐ Date of check: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Declaration**  I will declare to Haringey Council / School, if appointed, my intention to continue work for another employer or on a self employed basis (under the Working Time Directive). I understand that providing misleading of false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal. I authorise Haringey Council to check the information supplied. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Signature: | | | | |  | | | | | | | | | | | | | | | | | | | | | Date: | | | | | | |  | | | |

**RECRUITMENT MONITORING FORM**

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| As an equal opportunities employer, the Council is committed to monitoring the effectiveness of its employment policies. This is endorsed by the Equal Opportunities Commission and the Commission for Racial Equality. All stages of the recruitment process are monitored to check that unfair discrimination is not taking place. The information you provide below will be treated in strict confidence unless indicated otherwise. Categories marked with a † will only be available to HR and used for statistical monitoring purposes. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Post title:** | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Surname:** | | | | | | |  | | | | | | | | | | | | | **Initials:** | | | | | | |  | | | | | | | | | | | | | | | | |
| **Title:**  Miss/Ms/Mrs/Mr/Dr | | | | | | |  | | | | | | | | | | | | | **Other** | | | | | | |  | | | | | | | | | | | | | | | | |
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| **GENDER** | | | | | | | ☐ | | Male | ☐ | | Female | | | † Does your gender identity differ from your birth sex? Yes | | | | | | | | | | | | | | | | | | | | | | | ☐ | No | ☐ | | | |
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| **ETHNICITY** What is your ethnic group? (please tick one box from the appropriate section) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **White** | | | | | | | | | | | | | | | | | | | | **Asian or Asian British** | | | | | | | | | | | | | | | | | | | | | | | |
|  | ☐ | | British | | | | | ☐ | Irish | | | | | ☐ | Greek / Cypriot | | | | | ☐ | Indian | | | | | | | | | | ☐ | | | Pakistani | | | | | | |  | | |
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|  | ☐ | | Turkish | | | | | ☐ | Gypsy | | | | | ☐ | Turkish / Cypriot | | | | | ☐ | Bangladeshi | | | | | | | | | | ☐ | | | East African Asian | | | | | | |  | | |
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|  | ☐ | | Kurdish | | | | | ☐ | Irish Traveller | | | | |  |  | | | | | ☐ | Any other Asian background\* | | | | | | | | | | | | | | | | | | | |  | | |
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|  | ☐ | | Any other White background\* | | | | | | | | | | |  |  | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | |
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| **Mixed** | | | | | | | | | | | | | |  | | | | | | ☐ | Any other Black background | | | | | | | | | | | | | | | | | | | |  | | |
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|  | ☐ | White & Black Caribbean | | | | | | | | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | ☐ | White & Black African | | | | | | | | | | | |  | | | | | | **Chinese or other ethnic group** | | | | | | | | | | | | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | ☐ | White & Asian | | | | | | | | | | | |  | | | | | | ☐ | Chinese | | | | | | | | ☐ | | | Any other ethnic background | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | ☐ | Any other mixed background\* | | | | | | | | | | | |  | | | | | | \*Other please specify | | | | | | | | | | | | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **DISABILITY** Do you consider you have a disability? | | | | | | | | | | | | | | | | | | | | ☐ | Yes | | | | | | | ☐ | | | | No | | | | | | | | |  | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | The Disability Discrimination Act defines a disability as follows: *a person has a disability if she /he has a physical or mental impairment which has a substantial and long-term adverse affect to his / her ability to carry out normal day-to-day activities.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | Do you have any specific requirements in relation to attending an interview or to assist you at work? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ☐ | | | Yes | | ☐ | No | |  | | |
|  | If **YES**, please give details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| **RELIGION** What is your religion? | | | | | | | | | | | ☐ | | Buddhist | | | | ☐ | | Hindu | ☐ | | Muslim | | | ☐ | | | | | Sikh | | | | | ☐ | | Christian | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | ☐ | | Jewish | ☐ | | Rastafarian | | | | | ☐ | | None | | | | | ☐ | Prefer not to say | | | | | ☐ | | Other | | | | | | | | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SEXUAL ORIENTATION** I would describe my Sexual Orientation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | ☐ | | Bi-sexual | ☐ | Lesbian | | | | | | ☐ | | Gay man | | | | | ☐ | Heterosexual | | | ☐ | Prefer not to say | | | | | | | | | | | | | | | | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **EMPLOYMENT** Do you currently work for Haringey Council? | | | | | | | | | | | | | | | | | | | | | ☐ | | Yes | | | | | | | | | | ☐ | | | No | | | | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | If yes, in what capacity? | | | | | | | | | | ☐ | | Permanent | | | ☐ | | | Temporary | | ☐ | | Agency staff | | | | | | | | | | | ☐ | | Casual staff | | | | | |  | | |
|  | How did you find out about this job? If from an advertisement please state the media title | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |