|  |
| --- |
|  **APPLICATION FORM** |
|  |
| **CONFIDENTIAL** ***The accompanying guidance notes provide advice on how to fill in this form.******Please type or write clearly using black ink.*** | Please return to : recruitment@devonshirehill.haringey.sch.uk Or by post: The Devonshire Hill Nursery and Primary schoolWeir Hall RoadLondonN17 8LB |  |
|  |
|  | Post applied for: HLTA (Behaviour/Guidance/Support) |  | Closing date: 7th October 2022 |  |
|  |

|  |
| --- |
| **1. Personal details** |
|  |
| Title:*(Mr, Mrs, Miss, Ms, Other)* |  | Last name: |  |  |
|  |
| First name(s): |  | Known as: |  |  |
|  |
| Address: |  |  Post code: |  |  |
|  |
| Address: |  | How would you like us to contact you? |  Email: |  |  Post: |  |  |
|  |
| \*Preferred telephone no.   |  | Mobile phone no. |  |  |
|  |
| \*National Insurance no. |   | \*Email address:(please print clearly) |  |  |
|  |
| Are you eligible to work in the UK 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 |
|  |
| **\*Above section must be completed\***(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.)*  |
| **(TEACHERS ONLY)**Do you hold Qualified Teacher Status (OTS)? Yes No If yes, please give QTS Certificate number (if applicable) |
| Have you successfully completed a period of induction as a qualified teacher in the country where the DFE require this? Yes: ☐ No: ☐ |
| If yes please give date of completion: Are you registered with the General Teaching Council: Yes: ☐ No: ☐ |
| If Yes, please give your GTC Teacher Reference number (DFE Number i.e 12/34567) |
| Are you subject to any conditions/prohibitions placed on you by the GTC or another GTC in the United Kingdom? Yes ☐ NO ☐If yes, please give full details: |
|  |
| 1. **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/ School LEA |  |  |
| Type of School  |
| Address: |  |  |
|  |
| Post code: |  |  Telephone no: |  |  |
|  |
| Position held : |  |  |
|  |
|  |
| Date started: |  | Until:  |  | Leaving date or notice required: |  |  |
|  |
| Salary: |  | Grade/Spinal point:  |  |  TLR(s) |  |  R&R |  |  |
| Agency ☐ Permanent ☐ Temp ☐ FTC ☐ Supply ☐ Full/time ☐ Part/time ☐  |
|  |
| Brief Description of Duties: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Reason for leaving if no longer employed: |  |  |
|  |  |  |

|  |
| --- |
| **3. Previous Employment/Teaching 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. (*please give precise dates and number of hours worked if part-time)* |
| **Employers /School** ‘type of school’ (e.g. LEA, academy) | **Position held & brief duties** | **Dates** from/to dd/mm/yy | **Salary** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **PLEASE PROVIDE DETAILS OF ANY GAPS IN YOUR EMPLOYMENT HISTORY – WITH DATES.** |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **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. Please list degrees/PGCE diplomas etc (Most recent first) |
| **From/To**  | **Name of establishment**  | **Examination results** *Subject, level, grade* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
|  **Professional Qualifications / Registrations**  |
| Please provide details of any professional qualifications and membership of professional institutes that you hold. |
| **Name of professional body**  | **Membership grade and number** | **Date obtained**  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **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. |
| **Course title or description and provider**  | **Courses attended**  | **Date from - to**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Continue on additional sheets as necessary (please state number of sheets attached\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

**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.

If continued on additional sheets, please make sure your name is on each sheet and state the number attached here……….

|  |
| --- |
| **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.** |
| Referee’s name: |  |  Referee’s position: |  |  |
|  |
| Address: |  |  Post Code: |  |  |
|  |
| Email address: |  |  Telephone number: |  |  |
|  |
| Referee’s name: |  |  Referee’s position: |  |  |
|  |
| Address: |  |  Post Code: |  |  |
|  |
| Email address: |  |  Telephone number: |  |  |
|  |
| 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 |  |  |
|  |
|  |
| 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: |  |  |
|  |
| **8. Declaration**  |
| **If the job that you are applying for involves working with or has access to children or vulnerable adults or their records**, we will require an enhanced DBS and need to have information from you regarding any previous, existing or pending convictions or cautions. All Support Staff posts are 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 to be "spent". Please answer Q1 and Q2.Failure to declare any criminal convictions or cautions including those spent could result in withdrawal of any job offer, dismissal or disciplinary action by the Authority. All applicants are required to complete the DBS form even if you do not have a criminal record. You maybe 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. |
|  |
| Q1. Have you ever been convicted of any Yes: Criminal offences?  |  |  No: |  |  Please provide details on the enclosed Declaration Form. |
|  |
| Q2. Have you ever been disqualified from Yes: working with children or vulnerable adults? |  |  No: |  |  Please provide details on the enclosed Declaration Form |
|  |
|  |
| **The Equalities Act (2010)****The act defines a disabled person as "a person who has or has had in the past a physical or mental impairment which has substantial long term adverse effect on their ability to carry out normal day-to-day activities".****Under this definition do you consider yourself to be disabled? \*** **Data Protection**The information you provide on this form will be used to progress your application for employment and, if your application is successful, to administer your personnel record. The Data Protection Act 2018 basis for processing is that the processing is necessary for the performance of a contract or to take steps to enter into a contract with you. If you do not provide the information required, we will not be able to consider your application for employment. Haringey Council’s and Schools Record of Processing Activities sets out full details of why and how we use personal information. You have a right to access the information that we hold and have inaccurate information corrected. Please see the School’s privacy notice for further information a copy which can be obtained from the school.I confirm that the information provided on this application form is correct and understand that any misrepresentation or omission may render me liable to summary dismissal if engaged.I Agree to all the terms and conditions above Signed: Date: |





|  |
| --- |
| **Haringey Council are committed to fair employment and equal opportunity.****We are collecting equality information which will enable us to develop policies and implement initiatives to ensure that we continue to progress as an equal and inclusive employer. We would therefore appreciate you filling in your equality data using this form.****You may be concerned about your privacy or the security of this data. Please be assured that it will be treated in confidence. Sensitive personal data will not be shared, it will be used to generate data to allow the organisation to monitor and analyse equality in areas such as recruitment, promotion, redundancies, etc. The information that you provide on this form will be held in the strictest confidence and used solely for this purpose.**  |
| **Post title:** |  |
| **Surname:** |  | **Initials:** |  |
| **Age Range:** 16-2425-3435-4445-5455-64 65 & overprefer not to say |
| **What is your marital status?** Civil partnershipCohabitingMarried SinglePrefer not to say |
| **Gender What best describes your gender identity?** Female Male prefer not to say prefer to self-describe  |
| **Gender reassignment Do you identify as trans?** Yes No prefer not to say   |
|

|  |
| --- |
| **SEXUALITY** |
|  |
|  |  | Bi-sexual |  | Lesbian/Gay women |  | Gay man |  | Heterosexual |  | Prefer not to say |

 |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DISABILITY** Do you consider you have a disability? |  | Yes |  | No Prefer not to say  |
|  |
| A person has a disability if they have a physical or mental impairment which has a substantial and long term adverse effect on that persons ability to carry out normal day to day activities **If yes please select from the list below:**  Learning communication difficulty Mental Health Physical Impairment Sensory Prefer not to say  |

**Please indicate your ethnic origin****White Black or Black British**  English/Northern Irish/Scottish/Welsh Caribbean African any other black background  Irish Gypsy/Traveller **Asian or Asian British**  any other white background Indian Pakistani Bangladeshi Chinese   Any other Asian background **Mixed Other Ethnic Groups** White & Black Caribbean Arab Any other background Prefer not to say  White & Black African  White & Black Asian Any other mixed background  |
|  |
|  |  |  |
|  |  |  |
|  | **What is your religion/belief?** Buddhist Christian Hindu Jewish Muslim Sikh No religion or belief Prefer not to say |  |
|  |
|  |
| **Citizenship status?** |  |
|  |
| **EMPLOYMENT** Do you currently work for Haringey Council or for a School in London Borough of Haringey?  |  | 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: |  |

