**APPLICATION FORM : Support Staff** 48COL

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| **CONFIDENTIAL**  **Please type or write clearly using black ink.** | Please return to:  [jobs@fortismere.org.uk](mailto:jobs@fortismere.org.uk) or  Ms K Sullivan  Fortismere School, South Wing, Tetherdown, Muswell Hill, London N10 1NE |
| **Post applied for:** | **Closing Date:** |

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| **1. Personal Details** |

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| Title: |  | **First Name:** |  | **Last Name:** |  |

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| Address: |  |
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| Post Code: |  | **Email:** |  | **Contact Tel No:** |  |

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| NI Number: |  |  |  |

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| Are you eligible to work in the UK/EEA? Yes: |  | No: | |  |  |
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| Do you need a work permit or sponsorship certificate work in the UK? Yes: |  | No: |  | |  |
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| Do you require further leave to remain? Yes: |  | No: |  | |  |

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| 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** |

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| Name of Employer: |  |
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| Address: |  |

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| Post Code: |  | **Tel No:** |  |  |

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| Position Held: |  |

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| Date Started: |  | **Until:** |  | **Leaving Date or Notice Required:** |  |

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| Salary: |  | **Grade if known:** |  | **Full or Part-Time?** |  |

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| Hours: |  | **Permanent or Temporary?** |  |

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| Reason for leaving: |  |
| Brief Description of Duties: |  |

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| **3. Previous Employment Experience** |
| Please detail your previous employment history, providing all details requested. It is important that you include periods of unemployment and if you have been self-employed you will need to provide proof. |

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| **Employers Name & Address** | **Position Held & Brief Duties** | **Dates from/to** | **Salary** | **Reason for Leaving** |
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| **4a. Education, Training and Qualifications (since age 11)** |
| Starting with the most recent first, please state the name/s of the Secondary School, College and University attended and grades/qualifications obtained. |

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| **From/To** | **Name of Establishment** | **Examination Results (Subject, Level, Grade)** |
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| **4b. Professional Qualifications / Registrations** |
| Please provide details of any professional qualifications and membership of professional institutes that you hold. |

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| **From/To** | **Name of Professional Body** | **Membership Grade/Number** |
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| **5. Training Courses Attended (if relevant)** |
| Please provide details of any additional training that you have received which support your application. Include any on-the-job training as well as formal courses. |

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| **From/To** | **Provider** | **Course Title** |
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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. |
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If you need to continue on additional sheets, please ensure your name is on each sheet and state the number attached here \_\_\_

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| **7. Referees** |
| Please note that it is our policy to request references prior to interviews for short-listed candidates only. Please indicate if you would prefer your references to be requested on appointment. 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, or the Manager of a voluntary group for whom you have worked. |

**I give permission for references to be requested prior to interview (delete as appropriate) Yes / No**

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| Referee 1 Name: |  | **Position:** |  |

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| Referee 1 Address: |  | **Post Code:** |  |

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| Referee 1 Email: |  | **Tel No:** |  |

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| Referee 2 Name: |  | **Position:** |  |

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| Referee 2 Address: |  | **Post Code:** |  |

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| Referee 2 Email: |  | **Tel No:** |  |

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| **Miscellaneous** |
| Canvassing of employees or Councillors directly or indirectly will disqualify candidates from appointment. |

Are you related to, or do you have a close personal relationship with any Councillor, School Governor or Council employee?

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| Yes |  | **No** |  |

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| If Yes, please state their name  and position held: Name: |  | **Position:** |  |

**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 scope of 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.

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** |

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| Have you ever worked for Haringey Council or a Haringey School? Yes |  | **No** |  |

If Yes, please complete details:

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| Position Held: |  | **Line Manager:** |  |

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| Job Title on Leaving: |  |

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| Reason for Leaving: |  |

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| Name of School/Directorate: |  | **Dates From/To:** |  |

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| **8. Rehabilitation of Offenders Act** |
| 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 Disclosure from the Criminal Records Bureau 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 Declaration of Criminal Record form even if you do not have a criminal record. You may be 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 Criminal Offences? If Yes, please provide details on the enclosed Declaration Form.   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | **No** |  |     Q2. Have you ever been disqualified from working with children or vulnerable adults? If Yes, please provide details on the enclosed Declaration Form.   |  |  |  |  | | --- | --- | --- | --- | | Yes |  | **No** |  | |

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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.   |  |  |  |  | | --- | --- | --- | --- | | Signed |  | **Date** |  | |

**RECRUITMENT MONITORING FORM** 48COL

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| As an equal opportunities employer, we are 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** | | | |  | | | | | | | | | | | | | |
| **AGE Date of birth** (dd/mm/yyyy) | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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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|  | | | | | | | | | | | | | | | | | | **Black or Black British** | | | | | | | | | | | | | | | |  |
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| **Mixed** | | | | | | | | | | | |  | | | | | |  | Any other Black background | | | | | | | | | | | | | | |  |
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|  | |  | White & Black Caribbean | | | | | | | | |  | | | | | |  | | | | | | | | | | | | | | | |  |
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|  | |  | White & Black African | | | | | | | | |  | | | | | | **Chinese or other ethnic group** | | | | | | | | | | | | | | | |  |
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|  | |  | White & Asian | | | | | | | | |  | | | | | |  | Chinese | | | |  | Any other ethnic background | | | | | | | | | |  |
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|  | |  | Any other mixed background\* | | | | | | | | |  | | | | | | **\*Other: Please specify** | | | | | | | | | | | | | | | |  |
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| **DISABILITY** Do you consider you have a disability? | | | | | | | | | | | | | | | | | |  | Yes | | |  | | No | | | | | | | | | |  |
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|  | 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.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | 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: ……………………………………………………………………………………………………………………………….. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| **EMPLOYMENT** Do you currently work for Haringey Council? | | | | | | | | | | | | | | | | | | |  | Yes | | | | |  | | No | | | | | | |  |
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|  | | If yes, in what capacity? | | | | | | |  | | Permanent | | | |  | Temporary | | |  | Agency staff | | | | |  | | Casual staff | | | | | | |  |
|  | | **How did you find out about this Job?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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