

# JOB APPLICATION FORM

**Please return to: The Harington Scheme, 55a Cholmeley Park, London, N6 5EH. Fax: 020 8347 8860**

**Or email to:** [**info@harington.org.uk**](mailto:info@harington.org.uk) **using the job title as the subject.**

All sections of the form must be completed (in black ink please). A curriculum vitae is not acceptable.

**Vacancy: Learning Support Assistant Closing date: 21st October 2013 at 5 pm Application No.**

**1. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Title (Mr, Mrs, Ms, Miss, Dr) Surname | | | |
| Forename(s) | | | |
| Address  Postcode | | | |
| Contact details | Telephone: Home | | Work |
| Mobile | Email | |
| National Insurance number | |  | |

**2. REFERENCES**

Please give the details of two referees who can verify your employment record and give information about your suitability for this post. References must include one current and one previous employer (if not in employment two previous employers). If you have not been in paid employment, one reference must be from a school / college /university and one from someone who can comment on your ability to meet the requirements of the job.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | | Name: | |
| Job Title | | Job Title | |
| Address  Postcode | | Address  Postcode | |
| Telephone No. | | Telephone No. | |
| Fax No. | | Fax No. | |
| Email | | Email | |
| Please tick if you do not wish your referee to be approached prior to an offer of appointment. | □ | Please tick if you do not wish your referee to be approached prior to an offer of appointment. | □ |

**3.** **DISCLOSURE OF CRIMINAL CONVICTIONS**

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| --- |
| All candidates for posts which give them access to children or young people are required under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 to disclose details of all previous convictions including spent convictions. Disclosure of any criminal conviction(s) will be treated in the strictest confidence and will not necessarily prejudice your application - this would depend on the nature of the offence(s) and their relevance to this appointment.  However, failure to declare previous convictions may prevent your employment if it subsequently becomes apparent that you do, in fact, have a criminal record. Any employment offered will be subject to completion of a Criminal Records Bureau check. |
| Do you have any criminal convictions or pending prosecutions? Yes / No (delete as appropriate)  If you are shortlisted for interview you will be asked to submit further details of any convictions. |

**4. OTHER INFORMATION**

|  |
| --- |
| Do you require a permit to work in this country? Yes / No (delete as appropriate)  If yes please give expiry date: |
| Do you have a full Driving Licence?\* Yes / No (delete as appropriate) \*Answer if applicable to person specification of job.  Details of any current Driving convictions: Date: Offence: |
|  |

**DATA PROTECTION ACT (1998)**

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| --- |
| The information that you have provided will be handled and processed in accordance with the Data Protection Act (1998). If you are appointed, the information will form part of your personnel record and may be used by the Harington Scheme for business purposes. |

**5. DECLARATION**

|  |  |
| --- | --- |
| I certify that, to the best of my belief, the information I have provided is true, and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Harington Scheme. I also consent to the Harington Scheme holding and processing the information contained on this form, and on the Equal Opportunities Monitoring Form submitted with this application, in a manual or electronic form for the purposes of monitoring and reporting on Harington’s recruitment, equal opportunities and other policies and procedures. Information of a personal nature will not be divulged to any person, organisation or other third party outside the Harington Scheme except for the purpose of recruitment checks. | |
| Signature | Date |
| Name (print) | |

|  |
| --- |
| **Office use only Application Ref. \_\_\_\_\_/\_\_\_\_\_** |

**6. DETAILS OF CURENT OR MOST RECENT EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| Job title | Notice period | |
| Name and address of employer | | |
| Dates From To | | Salary |
| Reason for leaving | | |
| Describe your main duties and responsibilities | | |

**7. EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please give details of all other previous employment starting with the most recent (including periods of unemployment). If you are still in full time education, please give details of any vacation or part time employment. Continue on a separate sheet using same format if necessary | | | | |
| Employer | Position Held | From To | Reason for leaving | FT/PT |
|  |  |  |  |  |
| **Office use only Application Ref. \_\_\_\_\_/\_\_\_\_\_** | | | | |

**8. EDUCATION AND QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| Starting with the most recent.  **SECONDARY/FURTHER/HIGHER EDUCATION** | | |
| School, College or University | From To | Qualifications and grades |
|  |  |  |
| **TEACHING QUALFICATIONS AND ASSESSORS AWARDS** | | |
| Obtained at | From To | Qualification / Award |
|  |  |  |
| **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS / BODIES** | | |
| Date | Membership and Level | |
|  |  | |
| **TRAINING** |  | |
| Please list any training courses you have attended which are relevant to this vacancy | | |
| **Office use only Application Ref. \_\_\_\_\_/\_\_\_\_\_** | | |

**9. SUPPORTING STATEMENT**

Please show how your skills, abilities and experience meet the requirements of the person specification and give any other information in support of your application. Continue on a separate sheet if necessary.

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**10. EQUAL OPPORTUNITIES MONITORING FORM**

**The Harington Scheme is committed to equality of opportunity. To ensure that our equal opportunities policy is effective, we would appreciate your answering the following questions. This information will be used solely for monitoring purposes and is not part of the selection process. Thank you for your assistance.**

Please tick or type yes in the most appropriate boxes:

|  |  |
| --- | --- |
| My Ethnic origin is: |  |
| Asian or Asian British – Bangladeshi |  |
| Asian or Asian British – Indian |  |
| Asian or Asian British – Pakistani |  |
| Asian or Asian British – Any Other Asian Background |  |
| Black or Black British – African |  |
| Black or Black British – Caribbean |  |
| Black or Black British – Any other black Background |  |
| Chinese |  |
| Mixed –White and Asian |  |
| Mixed – White and Black African |  |
| Mixed – White and Black Caribbean |  |
| Mixed – Any other Mixed Background |  |
| White – British |  |
| White – Irish |  |
| White – Any other White Background |  |
| Any Other |  |
| Prefer not to say |  |
| I am: FEMALE 🞏 MALE 🞏 | |
| The Harington Scheme is committed to equal opportunities and has a positive approach to employing people with disabilities. The following question on disability is designed to enable us to assess what adjustments we might make in the recruitment process and in employment.  I consider myself to have a disability or long term health problem YES 🞏 NO 🞏  If YES please describe how the disability (or health problem) affects you. Please also state if there are any particular arrangements that you would like us to make to assist you in the recruitment process or in employment if offered a position at the Harington Scheme. | |
| **Where did you hear about the vacancy?** | |

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