



Job Application Form

POSITION INFORMATION

Position applied for Reference number

Where did you see the job advertised?

PERSONAL DETAILS

Title..... Last Name

First Name(s)..... Known As

Address

..... Postcode

Preferred Telephone Number..... Email

How would you like us to contact you about your application? Email Post

WORKING IN THE UK

Are you eligible to work in the UK/EEA Yes No

Do you need a work permit to work in the UK? Yes No

Do you require further leave to remain? Yes No

National Insurance Number

EMPLOYMENT HISTORY

Starting with your most recent job, paid and/or unpaid, please list 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.

If you are successful we will obtain references which may cover a full five year history. They could include time spent in education. In addition to information on ability and performance we will be seeking information on recent sickness.

CURRENT EMPLOYMENT

Employer's/Organisation name Salary

Address Postcode.....

Employer's Telephone Number Post held

Date from Leaving date or notice required

Reason for leaving

Brief outline of duties and responsibilities

Referee's name Post held

Address Postcode.....

Email address Telephone number



PREVIOUSLY EMPLOYED BY LONDON BOROUGH OF HILLINGDON

If you have been previously employed by the London Borough of Hillingdon, please complete this section.

Post held Date from to

Location Line Manager

Reason for leaving

QUALIFICATIONS AND TRAINING

SECONDARY EDUCATION

Name of School/College Date from to

Address

..... Postcode

Qualifications & Grades obtained.....

Please give details of any qualifications or training that you have received, which support your application.
Include any on the job training as well as formal courses.

Name of College/University/other Date from to

Address

..... Postcode.....

Qualifications & training with grades obtained (if applicable)

.....

.....

Name of College/University/other Date from to

Address

..... Postcode.....

Qualifications & training with grades obtained (if applicable)

.....

.....

PROFESSIONAL QUALIFICATIONS/REGISTRATIONS (EG GSCC, DFES)

Please provide details of any professional qualifications and membership of professional institutes that you hold.

Name of professional body

.....

Membership grade & number

Date obtained

Name of professional body

.....

Membership grade & number

Date obtained

Name of professional body

.....

Membership grade & number

Date obtained

EMPLOYMENT HISTORY CONT.

PREVIOUS EMPLOYMENT

Employer's/Organisation name Salary

Address Postcode

Post held Date from to

Reason for leaving

Employer's/Organisation name Salary

Address Postcode

Post held Date from to

Reason for leaving

Employer's/Organisation name Salary

Address Postcode

Post held Date from to

Reason for leaving

Employer's/Organisation name Salary

Address Postcode

Post held Date from to

Reason for leaving

Please provide details of any gaps in your employment history - with dates

Please tell us how many days you have been absent from work due to sickness in the last two years

Total days Number of occasions

REFEREES

Referee's name Post held

Address

..... Postcode

Email address Telephone number

Your relationship to the referee

Referee's name Post held

Address

..... Postcode

Email address Telephone number

Your relationship to the referee

DECLARATION

REHABILITATION OF OFFENDERS ACT 1974

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. The advert and/or job description will state that the job is 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.

1. Have you ever been cautioned or convicted of a criminal offence? Yes No
2. Have you ever been disqualified from working with children or vulnerable adults? Yes No

You may be asked to provide details to the panel if selected for interview.

If you fail to disclose any criminal convictions or cautions, including those "spent", it could result in withdrawal of the job offer, dismissal or disciplinary action by the Authority.

Possession of a conviction or caution will not necessarily mean that you won't be appointed, each case is considered on its merits.

RELATIONSHIPS

Are you related to, or have a close personal relationship with, any councillor, school governor or council employee?

If YES, please state their name and the position they hold. Yes No

Name..... Position held.....

Name..... Position held.....

Canvassing of employees or councillors directly or indirectly will disqualify candidates from appointment.

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.

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.

I will declare to the London Borough of Hillingdon, if appointed, my intention to continue work for another employer or on a self employed basis (under the Working Time Directive).

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.

I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal.

I authorise the London Borough of Hillingdon to check the information supplied and hold all such information in both paper and electronic formats.

Signature..... Date

SUPPORTING STATEMENT AND ACHIEVEMENTS

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. Please attach additional information if you require more space.