



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: hr@shsharingey.co.uk

Post applied for: **Catering Assistant**

Closing date: **Monday, 3rd June at 12pm**

1. Personal details

Title: <i>(Mr, Mrs, Miss, Ms, Other)</i>	<input type="text"/>	Last name:	<input type="text"/>
First name(s):	<input type="text"/>	Known as:	<input type="text"/>
Address:	<input type="text"/>	Post code:	<input type="text"/>
Address:	<input type="text"/>	How would you like us to contact you?	Email: <input type="text"/> Post: <input type="text"/>
Preferred telephone no.	<input type="text"/>	Mobile phone no.	<input type="text"/>
National Insurance no.	<input type="text"/>	Email address: <small>(please print clearly)</small>	<input type="text"/>
Are you eligible to work in the UK/EEA	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Do you need a work permit or sponsorship certificate work in the UK?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Do you require further leave to remain?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		

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.)

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:	<input type="text"/>		
Address:	<input type="text"/>		
Post code:	<input type="text"/>	Telephone no:	<input type="text"/>
Position held :	<input type="text"/>		
Date started:	<input type="text"/>	Until:	<input type="text"/>
		Leaving date or notice required:	<input type="text"/>
Salary:	<input type="text"/>	Grade if known:	<input type="text"/>
		Full-time:	<input type="checkbox"/>
		Part-time:	<input type="checkbox"/>
Hours:	<input type="text"/>	Permanent:	<input type="checkbox"/>
		Temporary:	<input type="checkbox"/>

Brief Description of Duties:

<input type="text"/>
<input type="text"/>
<input type="text"/>

Reason for leaving if no longer employed:

<input type="text"/>

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 & 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. (Most recent first)

From/To	Name of establishment	Examination results <i>Subject, level, grade</i>

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.

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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:	<input type="text"/>	Referee's position:	<input type="text"/>
Address:	<input type="text"/>	Post Code:	<input type="text"/>
Email address:	<input type="text"/>	Telephone number:	<input type="text"/>
Referee's name:	<input type="text"/>	Referee's position:	<input type="text"/>
Address:	<input type="text"/>	Post Code:	<input type="text"/>
Email address:	<input type="text"/>	Telephone number:	<input type="text"/>

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:	<input type="text"/>	Position held	<input type="text"/>
Name:	<input type="text"/>	Position held	<input type="text"/>

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.

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. Rehabilitation of Offenders Act

Declaration of criminal convictions

This post is exempt from the Rehabilitation of Offenders Act 1974 therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). **Details of the filtering rules can be found at www.gov.uk/dbs**

Have you ever been convicted of any criminal offence, whether 'spent' or 'unspent', as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending?	Yes/No
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If yes, please provide details:

Have you ever been cautioned, reprimanded or received a final warning which although not considered to be criminal convictions and become 'spent' immediately, must be considered in relation to this exempt post?	Yes/No
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If yes, please provide details:

Have you ever been barred or restricted from working with children or vulnerable Adults?		Yes/No	
If yes, please provide details:			
Any subsequent offer of employment will be subject to a criminal record check (enhanced disclosure) from the Disclosure and Barring Service (DBS). This check will include details of cautions, reprimands or final warnings as well as convictions. Appointment will be subject to the information received from the DBS.			
I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.			
Signature:		Date:	

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



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	
AGE Date of birth (dd/mm/yyyy)			
GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female † Does your gender identity differ from your birth sex? Yes <input type="checkbox"/> No <input type="checkbox"/>			

ETHNICITY What is your ethnic group? (please tick one box from the appropriate section)

White

- British Irish Greek / Cypriot
 Turkish Gypsy Turkish / Cypriot
 Kurdish Irish Traveller
 Any other White background*

Asian or Asian British

- Indian Pakistani
 Bangladeshi East African Asian
 Any other Asian background*

Black or Black British

- Caribbean African
 Any other Black background

Mixed

- White & Black Caribbean
 White & Black African
 White & Asian
 Any other mixed background*

Chinese or other ethnic group

- Chinese Any other ethnic 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
