***Confidential***

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| **Personal Details:**  |
| Post you are applying for:  |   |
| First Name:  |  |
| Surname:  |  |
| Full Address:  |  |
| Postcode:  |   | Contact Telephone Number:  |   |
| Email:  |   |
| National Insurance Number:  |   | DfES number (teachers only):  |   |
| Do you require a work permit? (please circle)  | Yes | No |
| Please give details of visa status:  |   |
| **Valuing Diversity: This information is for monitoring purposes only.**  |
| The London Borough of Camden is committed to equality and diversity in employment. In order to monitor and ensure the effectiveness of this, all applicants are asked to provide the following information. Any information given will be treated in the strictest confidence, and will be used solely for the purposes of monitoring. Under the terms of the Disability Discrimination Act 1995 ‘a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities’. Individuals with the following conditions can now automatically be classified as having a disability: HIV, cancer, multiple sclerosis, severe disfigurements, certified blindness or partial sightedness. |
| **Ethnic Origin, Gender & Disability: Please place an X in the appropriate box.**  |
| **White**:  | **Asian or Asian British:**  | **Chinese or other:**  | **Mixed Heritage:**  |
| British   |   | Indian  |   | Chinese  |   | White & Black Caribbean  |   |
| Irish  |   | Pakistani  |   | Any Other\*  |   | White & Black African  |   |
| Greek/Greek Cypriot   |   | Bangladeshi  |   |   |   | White and Asian  |   |
| Turkish/Turkish Cypriot   |   | Asian Other\*  |   |   |   | Any other mixed\*  |   |
| White Other\*   |   | **Black or Black British:**   |
| \*Other – please outline below:  | African Nigerian  |   | African Congolese  |   | Any other African background\*  |   |
|   | African Somalian  |   | Black – Caribbean  |   | Any other Black background\*  |   |
| Gender:  |  Male  |   | Female  |   | **Disability.** Do you consider yourself to have a disability as defined below? |
| Under the terms of the Disability Discrimination Act 1995 ‘a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities’. Individuals with the following conditions can now automatically be classified as having a disability: HIV, cancer, multiple sclerosis, severe disfigurements, certified blindness or partial sightedness. |   |  |

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| **PRESENT OR MOST RECENT EMPLOYMENT:**  |
| Job title:  |  |
| Employer’s / Organisation Name:  |  |
| Address:  |  |
| Annual Salary:  |   | Date commenced post:  |   |
| Period of notice or date left post:  |  |
| Reason for leaving:  |  |
| Please provide brief details of your role and responsibilities:  |
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| **EMPLOYMENT HISTORY:** Please state in date order from the most recent first, where you have been employed. If there are gaps between employment please provide an explanation for this below. |
| **Name and address of employer**  | **Job title, brief description of duties** | **Reason for leaving**  | **Date from**  | **Date to**  |
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| **EDUCATION:** State your qualifications from Schools/Colleges/University, in date order from the most recent first  |
| **School/College/University**  | **Qualifications gained** (including subject & grade)  | **Date from**  | **Date to**  |
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| Please explain any gaps in your Education and Employment history: |
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| **RELEVANT TRAINING & COURSES:** Please give details of any training courses, which may be relevant to the post you are applying for. Please add more rows if required.  |
| **Name of the course**  | **Provider**  | **Grade if applicable**  | **Date**  |
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| **SUPPORTING STATEMENT:** Please explain in detail how you feel you meet the requirements of the job profile. Your statement will help us to decide whether we should invite you for interview. It is important that you match your skills to those outlined in the job profile (see Job Description and Person Specification) as we have carefully considered the criteria for this post and will only short list those who meet the selection criteria.  |
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| **REFERENCES:**  Personal references will not be accepted. We will approach your last two employers, or your employers for **the last three years** (whichever is the longer), for references. Please provide contact details for all referees as required, one of which must be your current employer.If you have not been employed please give the name of the head of education or training establishment and / or the manager of a voluntary group for whom you have worked.  |
| **Referee 1:**  | **Referee 2:**  |
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|  |  |
| Email: | Email: |
| Telephone Number:  | Telephone Number:  |
| Postal Address:  | Postal Address:  |
| Can we approach this person for a reference before interview?  | Yes | No | Can we approach this person for a reference before interview?  | Yes | No |

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| Please state where you saw this post advertised: |   |
| **DECLARATION & CRIMINAL RECORDS DISCLOSURE:** Please read this section carefully  |
| All applicants for posts in these categories are required to disclose **all convictions, cautions, reprimands and final warnings, both spent and unspent** as such posts are exempt from the provision of the Rehabilitation ofOffenders Act 1974. If you are offered a post in this category it will be on a conditional basis, subject to asatisfactory Criminal Records Bureau disclosure.For all applicants, any criminal record information should be disclosed on a separate sheet and attached to yourapplication form in a sealed envelope. Such information will be treated in the strictest confidence and onlyappropriate officers involved in your application process will be able to view this information.Withholding criminal record information may lead to the withdrawal of an offer of employment, or if followingappointment, to disciplinary action, which may result in dismissal. I declare that the information supplied as part of my application is true and complete, and for any of this information to be checked and verified. I understand that any deliberate omission, falsification or misrepresentation as part of my application may be grounds for rejecting my application or should the discovery occur following appointment, termination of my employment. |
| Signature:  | Date:  |
| *Receipt via email will be considered confirmation of acceptance of this declaration. Thank you for your application.*  |