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| Please use the tab key on your keyboard to move through the sections of this form or using your mouse, click into the grey area to type. |
| Job position applied for |       |
| Grade |       | Closing Date: |    |    |    |
| Personal details |
| Your preferred title: |       |
| First name or names: |       |
| Last Name: |       |
| Address and postcode: |       |
|       |  |       |
| Home phone number: |       |  Mobile phone number: |       |
| Work phone number: |       |  E-mail address: |       |
| National Insurance Number: |       |

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| Current or most recent employment |
| Employer’s name and address: |        |
|  | Postcode |       |
| Job title: |       |
| Current salary: |       | Dates employed (from and to): |    |    |    | to |    |    |    |
| Notice you need to give: |       |
| Reason for leaving: |       |
| Brief description of your duties (please continue on a separate sheet if necessary): |
|       |
| **Fair Processing Notice**This Trust is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. |



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|  Previous employment |
| Please list the most recent first and continue on a separate sheet if necessary. |
| Dates you were employed from and to | Employer’s nameand address | Job title | Reason for leaving |
| / / | / / |       |       |       |
| / / | / / |       |       |       |
| / / | / / |       |       |       |
| / / | / / |       |       |       |
| / / | / / |       |       |       |
| / / | / / |       |       |       |
| / / | / / |       |       |       |
| / / | / / |       |       |       |
| / / | / / |       |       |       |
| If you have had any breaks in employment since leaving school, please give details of these periods and your activities during these times (for example, unemployment, raising a family, voluntary work, training and so on). |
|  Relevant education, technical and/or professional qualifications |
| **(Please name any Institute or Professional body in full, rather than using initials)****Education.** Please include any qualifications, training and current membership of professional associations that are relevant to the post. Please see the person specification and continue on a separate sheet if necessary. |
| Date from | Date to | Name and location of School/ College/Institute/Professional Association | Subjects, status and qualifications achieved | Level and grade | Date achieved |
| / / | / / |       |       |       | / / |
| / / | / / |       |       |       | / / |
| / / | / / |       |       |       | / / |
| / / | / / |       |       |       | / / |
| / / | / / |       |       |       | / / |
| / / | / / |       |       |       | / / |
| / / | / / |       |       |       | / / |
| / / | / / |       |       |       | / / |
| **Training, seminars or short courses that are relevant to the post.**Details of relevant personal development/training courses (Please continue on a separate sheet if necessary.) |
| Brief description and course title | Date of attendance | How long it lasted |
|       |  / / |       |
|       |  / / |       |
|       | / / |       |
|       | / / |       |

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|  Personal statement |
| Please use this section to tell us how your knowledge, skills and experiences meet the requirements of the job set out in the person specification. (Please continue on a separate sheet if necessary, with a maximum of two sheets). |
|       |

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|  Reference |
| Please give details of two employers who can provide us with a reference, one of whom must be your current or most recent employer. In the case of a first appointment, one referee should be from your school or college. You should only give personal references if employment references are not available. |

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| --- | --- | --- |
| 1 | Name |       |
| Address |       |
| Postcode |       |
| Daytime phone number: |       |
| E-mail address: |       |
| Job Title/Position within Organisation: |
|       |

|  |  |  |
| --- | --- | --- |
| 2 | Name |       |
| Address |       |
| Postcode |       |
| Daytime phone number: |       |
| E-mail address: |       |
| Job Title/Position within Organisation: |
|       |

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| We may contact your referees if you are short listed for an interview, do you have any objections to this? |
| Yes | [ ]  | No | [ ]  |  |

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|  Extra information |
| Can you provide evidence of your legal right to work in the UK?(For more information, please see the recruitment booklet). | Yes | [ ]  | No | [ ]  |
| Do you have a friend or relative (including partner) that works for this Trust, is a councilor, school governor/director or works for the council or one of the borough’s schools? If yes please give details: |
|      Please answer the following questions only if the person specification for the post includesthese requirements. |
| •Do you have a valid driving licence? | Yes | [ ]  | No | [ ]  |
| •Do you have access to a vehicle which you are able to use for work purposes? | Yes | [ ]  | No | [ ]  |
| •If not, are you able to travel, for work purposes, by another form of transport? | Yes | [ ]  | No | [ ]  |
| This post is exempt from the Rehabilitation of Offenders Act 1974. If you have been convicted of a criminal offence, please give details (offence, date and sentence). In the event of a successful application, you will be required to apply for an enhanced DBS disclosure and Disqualification by Association check. |
|  Disability |
| **Impairment or disability** |
| Do you consider yourself to have a physical, learning,sensory or mental health impairment or disability? | Yes | [ ]  | No | [ ]  |
| If yes, please specify |       |
| (Some examples of impairments that meet the definition of disability under the Disability Discrimination Act 1995 are hard of hearing, partially sighted, severe back problems, arthritis, phobias, depression, speech impairment, dyslexia, diabetes, epilepsy, asthma and cardiovascular conditions.) All disabled applicants, including people with personal experience of mental health illnesses, who show on their application form that they meet the minimum criteria for the vacant job will be guaranteed an interview. |
|  Declaration |
| I confirm that the information I have given on this form is true and correct, and you can treat it as part of any futurecontract of employment. I understand that if I do not provide complete and correct information, you may withdraw anoffer of employment or, if I am already employed, dismiss me immediately. I also give you permission to use my personal information for monitoring and management purposes.I understand that you will deal with all the information in line with the data protection legislation. |
| Your signature: |       | Date: | / / |
| I understand that you will deal with all the information in line with the data protection legislation.**Please return this form by the closing date shown in the advertisement, to the address below.****If you have downloaded this form from the internet, please return this application to the address****or e-mail address given on the advertisement.** |

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| **Equal Opportunity Policy**We are committed to ensuring equal opportunities in employment, and by law must monitor the racial diversity etc, of people applying to us for employment. You must fill this section of this form as it will help us to monitor the effectiveness of our Equal Opportunities in Employment Policy.The information requested below is for statistical purposes only, and will not be made available to thoseresponsible for selection. This information is covered by the Data Protection legislation, therefore we can only legally use the information for the purpose stated, i.e. as statistical information for themonitoring purposes.Thank you for your co-operation. |
|  Personal details |
| **Status:** (tick only one) |
| Single | [ ]  | Divorced | [ ]  | Legally Separated | [ ]  | Married/Civil Partnership | [ ]  | Prefer not to say | [ ]  |
| **Name** |       |
| **Post applied for:** |       |
| **Reference number:** |       |
| **Where did you see the post advertised?** (if in a newspaper/journal or on a website, please state name.) |
|       |
|  |
| **Sex** Are you: (tick only one) | Female? | [ ]  | Male? | [ ]  |  |
|  |
| **Age:** (tick only one) |
| 16 to 19 | [ ]  | 50 to 59 | [ ]  |  |
| 20 to 29 | [ ]  | 60 to 65 | [ ]  |  |
| 30 to 39 | [ ]  | 66 to 74 | [ ]  |  |
| 40 to 49 | [ ]  | 75+ | [ ]  |  |
| **Where do you live**Do you live in the Borough of Barking and Dagenham? (tick only one) | Yes | [ ]  | No | [ ]  |
| **Employment**Are you currently employed by the London Borough of Barking and Dagenham or TVI Learning? | Yes | [ ]  | No | [ ]  |
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| **Ethnic origin**I would describe my ethnic origin as the following (please highlight or tick one). |
|  |
| **White** |
| [ ]  | British (WB) |
| [ ]  | Irish (WI) |
| [ ]  | Any other white background (please specifiy below) (WO) |
|  |       |
| **Black** |
| [ ]  | British (BB) |
| [ ]  | African (BA) |
| [ ]  | Caribbean (BC) |
| [ ]  | Any other black background (please specifiy below) (BO) |
|  |       |
| **Asian** |
| [ ]  | British (ABR) |
| [ ]  | Bangladeshi (AB) |
| [ ]  | Indian (AI) |
| [ ]  | Pakistani (AP) |
| [ ]  | Any other black background (please specifiy below) (AO) |
|  |       |
| **Mixed** |
| [ ]  | White and black Caribbean (MWBC) |
| [ ]  | White and black African (MWBA) |
| [ ]  | White and Asian (MWA) |
| [ ]  | Black and Asian (MBA) |
| [ ]  | Any other black background (please specify below) (MO) |
|  |       |
| **Chinese** |
| [ ]  | British (BC) |
| [ ]  | Chinese (C) |
| [ ]  | Any other background (CO) (please specifiy below)  |
|  |       |



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| **Other ethnic group** |
| [ ]  | (please specify below) (O) |
|  |       |
| **Traveller** |
| [ ]  | Irish Traveller (IT) |
| [ ]  | Romany (R) |
| [ ]  | English Gypsy (EG) |
| [ ]  | Other (TO) (please specify below) |
|  |       |
| **Sexual Orientation**This information will help us to monitor workforce and the effectiveness of our Equalities Policies. Which of these best describe your sexual orientation? |
| [ ]  | Bisexual |
| [ ]  | Lesbian |
| [ ]  | Gay Man |
| [ ]  | Heterosexual (“straight”) |
| [ ]  | I prefer not to say |
| [ ]  | Other (Please specify below) |
|  |  |
| **Faith/Religion** |
| [ ]  | Buddhist |
| [ ]  | Christian |
| [ ]  | Hindu |
| [ ]  | Sikh |
| [ ]  | Muslim |
| [ ]  | Jewish |
| **[ ]**  | I prefer not to say |
| [ ]  | I don’t know |
| [ ]  | I do not identify with any religious groups |
| [ ]  | Other (Please specify below) |
|  |       |
| **Caring Responsibilities**Do you have caring responsibilities? |
| [ ]  | Yes | [ ]  | No |
| **A carer is defined as someone who:**“…cares for, or expects to care for, a husband, wife or partner, a relative such as a child, uncle, sister, parent-in-law, son-in-law or grandparent, or someone who falls into neither category but lives at the same address as the carer.” |