

# Upper Norwood Joint Library Application for Employment



FOR OFFICE USE ONLY	
Appl. No:	
Closing Date:	
S/List: Yes/No	
Int. Date:	
Int. Time:	
Refs. Rec'd	Yes/No
Offered:	Yes/No
Accepted:	Yes/No
Qualification certificates seen – Yes	<input type="checkbox"/>

Please complete in black or blue ink and write clearly or type

Application for the post of:

### Present Job(s) or last job if not currently employed

### CURRENT EMPLOYMENT

(To include main and any regular secondary employment)

Dates of Employment		Name of Employer	Post held/Job title Department/Section	Salary	No. of hours per week
From	To				

Describe the main duties and responsibilities of your current or most recent job(s)

State reason for leaving (if appropriate)

Period of notice required or earliest date on which you could take up appointment?

### Job History Prior to Above

### EMPLOYMENT HISTORY

Starting with the most recent, please list details of **all** your work experience including unpaid voluntary work, study and periods when not employed.

From	To	Name and Full Address of Employer	Post held/Job title and main duties – giving Grade and salary if known	Reason for leaving

Continue over the page

From	To	Name and Full Address of Employer	Post held/Job title and main duties – giving Grade and salary if known	Reason for leaving

Please attach additional sheets if necessary

Have you ever been dismissed by an employer?      Yes       No

If you have answered yes to this question, please give details on a separate sheet.

## EDUCATION AND QUALIFICATIONS

**Please state details of educational history since the age of 16 – most recent first.**

You will be asked to provide original proof of qualifications either at interview or before confirmation of appointment. Please attach additional sheets if necessary.

Course Dates and Examinations taken	School, College, University, etc.	Course	Qualification attained

## JOB RELATED TRAINING AND DEVELOPMENT

Courses, Qualifications and other training undertaken relevant to this application – most recent first. Please attach additional sheets if necessary.	Dates	Organising Body

## MEMBERSHIP OF PROFESSIONAL BODIES

Institute/Body	Grade	By Examination or Election

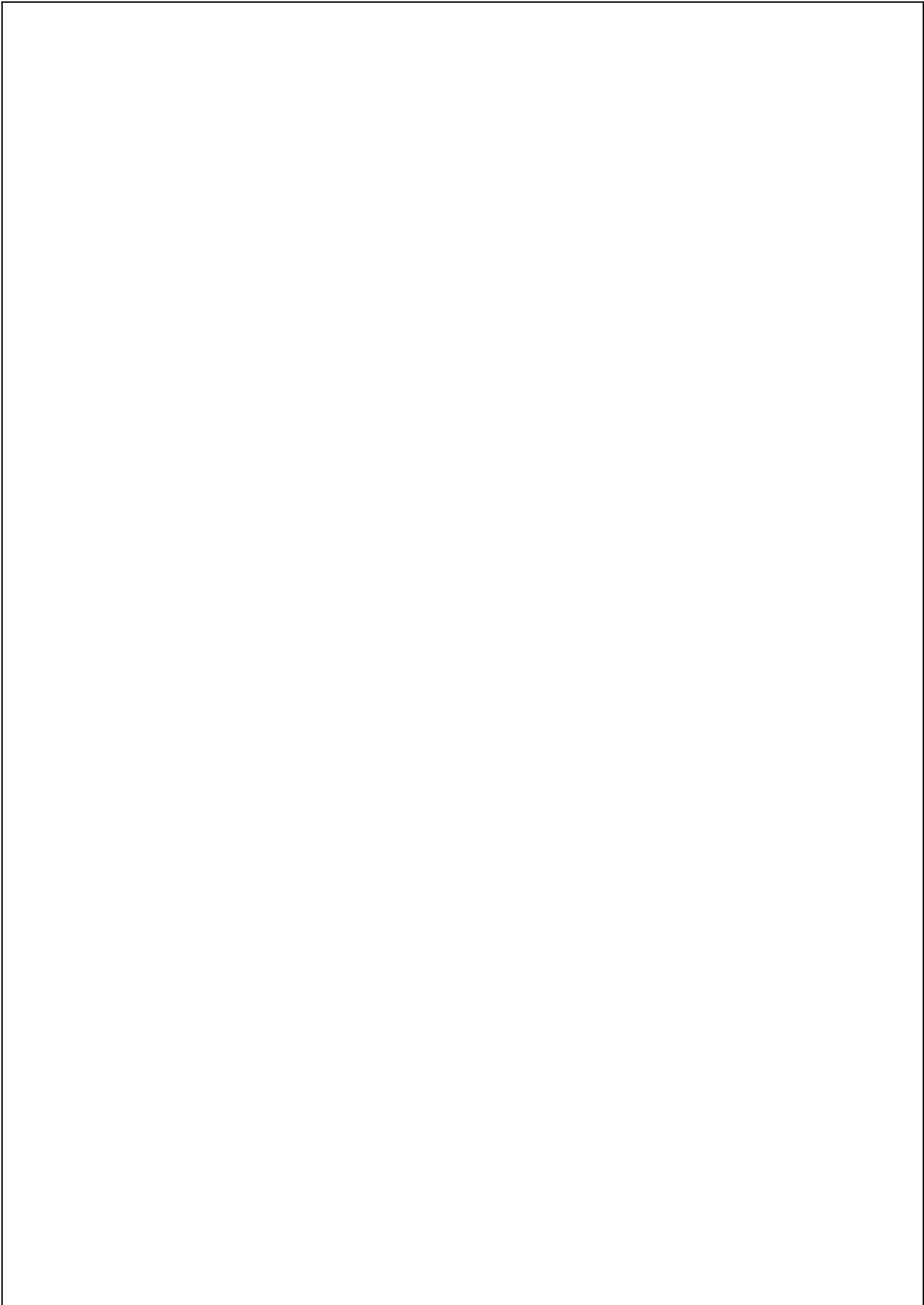
## RELEVANT EXPERIENCE

**Please use the space below to give details of your relevant experience (whether paid or unpaid), personal qualities, training and skills. Explain why you are applying for this job and include any other information in support of your application to demonstrate how your knowledge, skills and experience help to make you a suitable candidate.**

This is the most important part of the application form and it is from this section that the assessment panel will decide whether or not to invite you to attend an interview.

Before completing this section, look carefully at the job description and person specification for the post. Pay particular attention to the person specification, and those parts of the specification which will be assessed on the basis of the application form.

Describe how you meet the requirements listed in the person specification. Organise your response clearly, using the numbering that appears on the person specification where appropriate. Remember to give examples of work you have undertaken. If you were part of a team, highlight your role in any examples given. If you use additional sheets, do not put your name on them, but attach them securely to the application form.



## REFERENCES

**Please give the names of two referees who have agreed to give references.** Both referees should hold senior posts (your present employer and a previous employer) and have knowledge of your work, character and integrity. If you have not been employed before, give details of teachers/lecturers from school, college, university, etc. who know you well enough to comment on your ability to do the job.

Full name of present or most recent employer	<b>Reference 1.</b>
Address:	Telephone:
	Email:
	Fax:
Postcode:	
In what capacity do you know this person?	Position:

Full name of previous employer	<b>Reference 2.</b>
Address:	Telephone:
	Email:
	Fax:
Postcode:	
In what capacity do you know this person?	Position:

If you are invited for interview may we approach your referees without further reference to you?

**Ref 1:** Yes

No

**Ref 2:** Yes

No

### INTERVIEW DATES

Please give dates within the next two months when you will not be available for interview.

### RECRUITMENT INFORMATION

All recruitment is based on merit and suitability for the job. Our standards are high and we will make judgement on such factors as your experience, skills, qualifications and/or other achievements. All applicants who are disabled within the meaning of the Disability Discrimination act 1995 and who are suitably qualified and experienced for the post will be interviewed.

## OUTSIDE INTERESTS AND HOBBIES ETC.

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**PERSONAL DETAILS****THIS SECTION MUST BE COMPLETED** please type or use block capitals

Title:

Surname:

Previous surname(s) if any

Forenames:

Address:

Postcode:

National Insurance No:

Email address:

May we contact you  
at work?

Telephone:

Home

Daytime/Work

Mobile

Yes  No 

Are you between 16 and 65 years of age?

Yes  No **Date of birth****JOB SHARING**

Are you interested in job-sharing?

Yes  No 

If so, please indicate the days you would prefer to work.

**DRIVING LICENCE**

Do you hold a current Full Driving Licence?

Car:

Yes  No 

Motorcycle:

Yes  No If required would you be prepared to provide a car for work use? Yes  No **RESIDENCY**

Are you required to have a UK work permit?

Yes  No 

Confirmation of appointment will be subject to provision of documentary evidence confirming that you are eligible to live and work in the United Kingdom.

**Do you, your partner, or a close member of your family, have a personal/family relationship with any member of the Upper Norwood Joint Library Committee, any other Councillor in the London Boroughs of Croydon or Lambeth, or any employee of the Upper Norwood Joint Library, Croydon Council or Lambeth Council?**Yes  No 

If yes, please give name(s) of relevant person(s) and the relationship(s).

**I understand that seeking to unfairly influence my application from the above person(s), either directly or indirectly, will disqualify me from appointment.**

How did you become aware of this job vacancy?

If through an advertisement, state which publication or website.

## OTHER INFORMATION

**SICKNESS/INJURY** Please detail your sickness/injury absence record at work for the last two years.

**Activities involving contact with children and vulnerable adults outside the work environment (e.g. sports coach, scout leader etc.)** Please attach additional sheets if necessary.

**CONVICTIONS** Do you have any criminal convictions? Yes  No

**Please give details (date, conviction, sentence etc.) of all convictions, cautions, reprimands or warnings, whether spent or not, on a separate sheet.**

The disclosure of a criminal record may not necessarily prevent you from being appointed. If short-listed for interview, you will be invited to discuss the nature and details of the offence(s).

Please note that some convictions are never considered 'spent' under the terms of the Rehabilitation of Offender Act 1974.

### CHECKS ON CONVICTIONS OR CAUTIONS

Under the Rehabilitation of offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 exception amendment order 1986 sets out details of all jobs to which this applies.

A check regarding the existence and content of a criminal record may be requested from the Criminal Records Bureau after selection for appointment to this post. Refusal to agree to a check being made could disqualify your application.

A statement confirming your consent to such checks being made is included in the declarations section of this application form.

### CRIMINAL RECORDS BUREAU

The Criminal Records Bureau, an executive agency of the Home Office, helps employers check records which were previously held by the Police, the Department of Health and the Department for Education and Employment.

Different levels of disclosure can be provided, according to the type of work applied for. Standard disclosures are for positions that involve regular contact with children or vulnerable adults. They contain details of all convictions, cautions, reprimands or warnings on record. Enhanced disclosures contain the same information as Standard disclosures and include an additional level of check on local police records.

### PREVIOUS CHECKS

If a check has been previously carried out for you, please provide the name of the local authority who undertook it, the outcome and the date it was carried out. It is not sufficient to give the name of an employment agency (if applicable). If you have a letter giving the result, please attach a copy.

**Local Authority**  **Date**

**Outcome**

**Have you ever been the subject to any sort of investigation by an employer?** Yes  No   
If you have answered 'yes' to this question, please give details on a separate sheet.

**PLEASE NOTE THE UPPER NORWOOD JOINT LIBRARY  
OPERATES A NO SMOKING POLICY**

**Data Protection Act 1998:**

The personal information submitted by you on this application form and in any accompanying documents will be used by Upper Norwood Joint Library, Croydon and Lambeth Councils and any other person or organisation it appoints to assist, for the purpose of appointing the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process. The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend The Upper Norwood Joint Library Committee against a legal challenge to the fairness of the selection process from any interested party. For these reasons, the information you submit will be kept on the Joint Library's personnel records for 6 months if you are not short-listed and 2 years if you are. The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc.

I have read the above statement and consent to the personal data submitted with this job application being used for the purposes described. The Upper Norwood Joint Library is under a duty to protect the public funds it administers and may use the information you have provided on this form within the Upper Norwood Joint Library for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

**Please sign the declaration below indicating your consent to the information being held, used and verified as above. If you decline to give your consent as requested above the Upper Norwood Joint Library will be unable to consider your application for employment.**

**DECLARATIONS**

**I certify that all the information on all parts of this application form, including all attachments and additional information sheets, is fully completed and true to the best of my knowledge. I understand that if I am appointed to the post, any omission or incorrect information subsequently found to be materially incorrect, will lead to either the withdrawal of an offer or termination of employment without notice.**

**Total number of additional sheets included in this application**

If I am selected for this appointment, I hereby give consent to checks being made with the Criminal Records Bureau for any record of convictions or cautions against me. I am aware that such information as appropriate for Enhanced Disclosures will be made available.

I also consent to Upper Norwood Library carrying out other appropriate checks with the Criminal Records Bureau if it so wishes.

**SIGNATURE**

**DATE**

Please return this form to the address below. We are unable to consider applications received after the closing date 22.12.09

**The Assistant Librarian (Support and Resources)  
Upper Norwood Joint Library  
39-41 Westow Hill  
London  
SE19 1TJ**