

London Borough of Barnet

Placement Application Form

Please complete this form and return to: interns@barnet.gov.uk

Personal Details

Name: _____

Address: _____

Post Code: _____

Tel. No.: _____

Email: _____

Please tell us about yourself and why you are interested in doing an internship with Barnet Council?

In what service area are you are seeking an internship? (e.g. Children's Services, Environment and Transport, Human Resources, Finance, Strategic Hub)

What is your preferred internship period and what is your weekly availability?

Employment

If you are currently employed, please provide details below:

Education / Training (if applicable)

If you are currently in education or training, please provide details below:

What other qualities, experience and knowledge do you have?

Please describe how in the past, you have demonstrated the following working behaviours (200 words max).

- Focusing on Customers
- Working as part of a team
- Taking Responsibility/ Initiative
- Problem Solving

Referee(s)

Please provide the details of two referees who have known you for at least 2 years (e.g. employer, teacher, social worker or personal advisor), this cannot be a relative. We will call the person(s) to ask their opinion of you as a potential work experience participant.

Name:

Tel. No.:

Email:

Relationship to You:

Name:

Tel. No.:

Email:

Relationship to You:

CRIMINAL RECORDS DISCLOSURE

i) All applicants

All applicants for posts within the Council are required to disclose any unspent convictions.

ii) Applicants for posts that in the normal course of the post-holders duties have access to children, young persons and/or vulnerable adults. 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 of Offenders Act 1974. If you are offered a post in this category it will be on a conditional basis, subject to a satisfactory Criminal Records Bureau disclosure.

For all applicants, any criminal record information should be disclosed on a separate sheet and attached to your application form in a sealed envelope. Such information will be treated in the strictest confidence and only appropriate 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 placement, or if following appointment, to disciplinary action, which may result in dismissal.

PREVENTION AND DETECTION OF FRAUD

We have a duty to protect public funds. We 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 administering public funds solely for these purposes.

Declaration

I declare that, to the best of my knowledge, all the information included on this form is correct. I understand that on the basis of this application form, selections for interviews will be made.

Print name:

Date:

Valuing Diversity

The London Borough of Barnet 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.

This part of the form will be separated from the rest of your Application Form upon receipt and **will not be considered as part of the short listing or appointment process.**

What is your gender? (please tick)

Female Male

What is your ethnic background (please tick)

White:

<input type="checkbox"/> Albanian	<input type="checkbox"/> Greek or Greek Cypriot
<input type="checkbox"/> Kosovon	<input type="checkbox"/> Turkish or Turkish Cypriot
<input type="checkbox"/> White Irish	<input type="checkbox"/> White British
<input type="checkbox"/> Any other White background, please specify:	

Mixed:

<input type="checkbox"/> White and African	<input type="checkbox"/> White and Asian	<input type="checkbox"/> White and Caribbean
<input type="checkbox"/> Any other Mixed background, please specify:		

Asian:

<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Any other Asian background, please specify:		

Black:

<input type="checkbox"/> African Congolese	<input type="checkbox"/> African Somalian
<input type="checkbox"/> African Nigerian	<input type="checkbox"/> Black Caribbean
<input type="checkbox"/> Any other Black background, please specify:	

Chinese or other ethnic group:

<input type="checkbox"/> Chinese
<input type="checkbox"/> Any other Ethnic Group, please specify:

Disability

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.

Do you consider yourself to have a disability as defined above? (please tick)

Yes

No

Support organisation

If you are currently receiving any support from an organisation (e.g. career advisor, social worker, other), then please provide contact details below:

<input type="checkbox"/> CityLit	<input type="checkbox"/> Capital Management Careers
<input type="checkbox"/> Jobs in Mind	<input type="checkbox"/> At Work/Talent Recruitment Ltd
<input type="checkbox"/> Any other, please specify:	

Contact Name:	
Contact Tel. No.:	

Please return this form to:
interns@barnet.gov.uk