

London Borough of Newham - Job Opportunities

Apply online

Welcome to the online application process. Please answer the questions fully – refer to the Person Specification and provide examples of the relevant abilities and experiences you have. If you want to save your application please register.

Title:	Data Quality Manager
Reference:	RS40547A
Employer:	London Borough of Newham
Closing on:	09/01/2009
Application created:	04/12/2008

Step 1 of 7

Personal Details

applying for job-share?: yes no

The decision to invite you to attend for assessment and/or interview will be based on the information you provide on this form. Please refer to the Recruitment Pack for more information and guidance on completing your application.

* title:

* first name:

* last name:

* house number/name:

* street:

* town/city:

* county:

* postcode:

country:

mobile phone no.:

pager:

* email address:

fax no:

work phone no.:

home phone no.:

preferred method of contact:

- telephone
- email
- mobile telephone
- fax

dates not available for interview (text):

(If these coincide with the interview date we will re-arrange if possible but cannot guarantee this).

payroll number (for existing employees only):

Disability Discrimination Act

We are able to make provision for people with special needs. Such adjustments may include arranging a signer, providing information on tape, in braille or large print, or changing the location of the interview if access to an upper floor is not possible.

is there any such help you require for interview of throughout the application process? yes no

if yes, what help would you like?:

Next

Please **login** or **register** to save your application.

Application options

- **Show Vacancy** (Opens in a new window)



If you require technical assistance with your application please contact 0845 868 4391

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Step 2 of 7

Current or Most Recent Employment

Please give a summary of all employment, including any freelance, voluntary and relevant unpaid work, ensuring that you address any gaps in employment.

IF YOU CURRENTLY WORK FOR LBN VIA AN AGENCY YOU SHOULD GIVE THE NAME OF THE AGENCY (FOLLOWED BY THE LBN SECTION YOU ARE WORKING FOR IN BRACKETS) IF YOU ARE CURRENTLY UNEMPLOYED, PLEASE ENTER 'N/A' IN THE FIELDS BELOW.

*** current employers name:**

*** current employers address:**

*** post code:**

*** start date:**

▲▼

▲▼

*** current leaving date:**

position held:

responsibilities:

current salary:

[Previous](#) [Next](#)

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Step 3 of 7

Employment History (most recent first)

employers name:

address:

date from:

date to:

position held:

salary on leaving:

employers name:

address:

date from:

date to:

position held:

salary on leaving:

employers name:

address:

date from:

date to:

position held:

salary on leaving:

employers name:

address:

date from:

date to:

position held:

salary on leaving:

employers name:

address:

date from:

date to:

position held:

salary on leaving:

employers name:

address:

date from:

date to:

position held:

salary on leaving:

employers name:

address:

date from:

date to:

position held:

salary on leaving:

employers name:

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date to:

position held:

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[Previous](#) [Next](#)

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Step 4 of 7

Education

Please list any qualifications you have obtained in secondary school, further/higher education, university, professional or technical institutes, including part-time attendance. You may be asked to provide evidence of any qualifications stated.

school/ college/ university:

qualification type (a level, nvq etc):

results/grades:

year obtained:

school/ college/ university:

**qualification type (a level,
nvq etc):**

results/grades:

year obtained:

school/ college/ university:

**qualification type (a level,
nvq etc):**

results/grades:

year obtained:

school/ college/ university:

**qualification type (a level,
nvq etc):**

results/grades:

year obtained:

school/ college/ university:

**qualification type (a level,
nvq etc):**

results/grades:

year obtained:

.....

Previous

Next

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Step 5 of 7

Supporting Statement

This is the most important section of your application.

You should tell us how you meet the criteria listed in the person specification, giving specific examples wherever possible including knowledge, abilities, skills and experience gained both inside and outside paid work, or through study and training. If you do not complete this section we will not be able to consider you for shortlisting as we will not have enough information to assess your application. For further guidance on completing this section, please refer to the Recruitment Pack. If you are unable to meet some of the criteria due to a disability, please address this clearly in your supporting statement. If you meet the remaining criteria you will be shortlisted and we will explore with you if there are ways the job can be changed to enable you to meet the job requirements. This could include reasonable adjustments to equipment, premises or job duties.

*** please use this section to
tell us how you feel you
meet the requirements of
the person spec.:**



Previous

Next

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Step 6 of 7

References

Please provide two referees who can confirm your suitability for this job. Personal references are not acceptable and referees must not be related to you. One referee must be your current employer or your most recent employer if you are currently not in employment. If you are a school leaver, or in full time education, you should give the name of your teacher/lecturer.

* reference name:

reference position:

* reference address:

reference email address:

reference phone:

reference mobile:

* in what capacity do you know the above?:

may we contact this referee?:

yes no

* reference name:

reference position:

* reference address:

reference email address:

reference phone:

reference mobile:

*** in what capacity do you know the above?:**

may we contact this referee?:

yes no

Additional Information

Criminal Convictions:

Please give below details of any criminal convictions that you have which are not "spent" under the terms of the Rehabilitation of Offenders Act (1974).

If you have none, please state this below.

Certain posts are exempt from the provisions of this Act; this is

made clear in the Recruitment Pack. If the post for which you are applying is exempt, you must declare below all convictions even if they are "spent". For any post where the Council considers it necessary to seek additional information relating to offences (largely those working with vulnerable adults and children) the Council will require Criminal Records Bureau checks. If you have applied for one of these posts, and if your application is successful, you will be required to complete a Disclosure form consenting to a check with the CRB. This will reveal any previous convictions and/or cautions, even if they are "spent".

*** details of any convictions:**

(Please refer to the Recruitment Pack for information on whether a driving licence is needed for this post)

do you have a current driving licence?: **yes** **no**

type of driving licence:

have you previously worked for newham council? : **yes** **no**

if yes, please give date(s), department(s) and position(s) held:

are you related to any councillor, employee, head teacher or school governor of newham council?: **yes** **no**

if yes, please give the name and position of the person/people concerned. :

do you have any interests or hold any appointments that may conflict with this council's employment? :

yes no

if yes, please give further information :

Declaration

I declare to the best of my knowledge the information given in this application and in any accompanying documents is correct. I understand that any false or misleading information given during the application process may lead to me being dismissed without notice. I agree that the council can check the information I have supplied including approaching any of my previous employers for a reference if required.

I also understand that the information I have given will be used and retained in accordance with the provisions of the Data Protection Act. This will include using the information for the purposes of selection for the post to which it applies, making appropriate checks and such information will be made available to all persons involved in the selection process. All forms will be kept for a period of 6 months from completion of the selection process. Forms submitted by the successful candidate will be maintained on the relevant personnel files. Information relating to my application maybe kept for monitoring or research purposes beyond the 6 months. I understand the Council will anonymise this as far as possible.

I understand that I must not, under any circumstances, attempt to influence councillors/employees of the council concerning my application for employment.

Security and Probity checks:

The Council is under a duty to protect those to whom we provide services and the information and material we hold. All new staff may therefore be required to provide proof of any of the matters set out in their application form and the Council reserves its right

to make appropriate additional checks in respect of the information provided by you.

In addition if you are successful you will be required to complete a declaration of interests form and provide proof of identity and nationality on or before your first day of employment. If acceptable evidence is not provided or if the declaration of interest form indicates there is a potential for an unacceptable conflict of interest, which cannot be resolved, then any appointment cannot commence.

Please note: if you have completed this application electronically you will be asked to sign the form should you be invited to an interview.

[Previous](#)[Next](#)

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Step 7 of 7

Equalities and Diversity Monitoring Information

The London Borough Of Newham recognises that everyone in Newham has a right to play a full part in the life of the borough. This means that everyone should have equal access to Council services, job opportunities and to having their voices heard.

It is the council's position that everyone should be treated fairly, without discrimination and with respect of their human rights, regardless of their gender, race, age, disability, sexual orientation, language, HIV status, religion, national or social origin or class. The information requested on this form will help us to monitor the Council's effectiveness in achieving equality for all and valuing diversity.

The information you give on this form will be treated in the strictest confidence and retained and processed in accordance with the provisions of the Data Protection Act. The information will be used for statistical purposes only and is not part of the selection process. This page will be separated from your application prior to shortlisting.

*** where did you see this vacancy advertised?:**

*** gender :** male female

age:

* date of birth:

do you consider yourself disabled?:

yes no do not wish to declare disability

(The Disability Discrimination Act says that this would be “a substantial or long term physical or mental impairment or health issue which could adversely affect your ability to carry on normal day to day activity”).

do you have a disability - details:

Ethnic Origin:

Please indicate your ethnic origin from the list below which is based on the official 2001 Census Categories. Tick one only.

ethnic origin - white:

- british
 irish
 other

ethnic origin - mixed :

- white and black african
 white and black caribbean
 white and asian
 other

ethnic origin - asian or asian british:

- indian
 pakistani
 bangladeshi
 other

ethnic origin - black or

black british : **caribbean**
 african
 other

ethnic origin - chinese or other: **chinese**
 other

sexuality :

Heterosexual/Straight

THANK YOU FOR YOUR COOPERATION

[Previous](#) [Next](#)

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