

Employment Application Form

Confidential

PERSONAL DETAILS

Post you are applying for: Title:

First Name: Surname:

Address: Date of Birth:

Mobile Tel no:

Email:

National Insurance No: Emergency contact number:

Are you free to take up employment in the UK with no current immigration restrictions? Yes No

Have you ever worked abroad? Yes No If yes which Country? _____

Have you obtained an overseas clearance certificate from the country of work, on departure? _____

PRESENT OR MOST RECENT EMPLOYMENT

Employer's name:

Address:

Date commenced: Annual salary:

Job title: Notice required (if applicable):

Job duties:

Do you have any holidays booked? If so please state:

EMPLOYMENT HISTORY

State in date order, most recent first, where you have been employed.

Name of employer and address of employer or school	From	To	Job Title	Reason for leaving

GAPS IN EMPLOYMENT

Tell us about any gaps in your employment History

From	To	Reason

SUPPORTING STATEMENT

Please explain in detail how you feel you meet the requirements of the job and person specification. Your statement will help us to decide whether we should invite you for interview. Read the job description and person specifications before writing your statement.

EMPLOYMENT MONITORING

Masjid Ayesha Madrasah has an Equal Opportunities Employment Policy to ensure that all applicants are treated fairly and are appointed solely on their suitability for the post irrespective of race, sex, disability, sexuality and age.

In order that the school can monitor its success in meeting this commitment, you are requested to complete this equal opportunities monitoring form by providing information on your ethnic origin, whether you are affected by disability and also details of nationality. The information that you provide will be treated as strictly confidential under the Data Protection Act and will not be used to assess your suitability for the post. The data is being requested for monitoring and statistical purposes only and to assist the school in meeting statutory and other obligations.

Please state where you saw this post advertised:

Ethnic Origin: (please X appropriate box)

White:

British Irish White Other

Asian or Asian British:

Indian Pakistani Bangladeshi

Asian –other

Chinese or other ethnic group:

Chinese other

Mixed:

White & Black Caribbean White & Black African

White and Asian Any other mixed

Black or Black British:

African Caribbean

Somali Any other Black background

Nationality:

Languages Spoken:

Gender: Male Female

Age:

Disability:

The Equality Act 2010 defines a person with a disability as someone who has ‘a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities’. Under this definition, do you consider yourself to have a disability? Yes **No**

Your assistance and cooperation in providing the requested data is greatly appreciated, and the school thanks you in advance for helping to ensure completeness in our statistical record.

CONVICTIONS

Criminal Record - The Rehabilitation of Offenders Act 1974 aims to ensure that offenders who have not re-offended for a period of time since their conviction are not unfairly discriminated against when applying for jobs. The post you are applying for is exempt from this Act due to the nature of the work to be undertaken. This means you are NOT entitled to withhold information about convictions, cautions, reprimands, and final warnings, which for other purposes would be regarded as spent.

Have you been convicted by the Courts, cautioned, reprimanded, or warned for any criminal offence? Yes No

Are you currently the subject of any Police investigations following allegations made against you? Yes No

Are you included on either the Protection of Children Act or the Protection of Vulnerable Adults lists of individuals considered to be unsuitable for working with children or vulnerable adults? Yes No

If you have answered YES to any of the above questions, please give details of offences, penalties, dates and country in which they occurred, or of allegations made against you, on a separate piece of paper, in a sealed envelope marked with your name and the post you have applied for and attach this to your completed application form. Answering 'YES' will not necessarily prevent you from being considered for this post. If you are e-mailing your application, please send these details separately in a sealed envelope marked CONFIDENTIAL with your name and post title you have applied for and send this to the HR Department of the Madrasah.

REFERENCES

Please provide names and contact details of two persons who are able to provide references relating to your suitability for the post. One of the referees must be your current or last employer. References must not be provided by friends or family members.

1.

Name:
Position:
Relationship:
Email address:
Tel:
Postal address:

2.

Name:
Position:
Relationship:
Email address:
Tel:
Postal address:

Can we approach your present employer for a reference before the interview: Yes No

DECLARATION

I understand that providing false information or knowingly omitting or concealing any relevant fact about my eligibility for employment will result in my name being withdrawn from the list of candidates. If such a discovery is made after I have been appointed, then I will be liable to be summarily dismissed. If appointed, I will be asked to provide an original copy of my birth certificate and if required for the post, proof of professional qualifications.

By accepting the terms of this section of the application I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all questions relating to me have been accurately and fully answered and that I possess all qualifications which I claim to hold.

I **accept** the terms set out in this section of the application form. Yes No

SIGNATURE:

DATE:

PRINT FULL NAME: