

NON-TEACHING APPLICATION FORM

Al Islah Girls High School is committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers to share this commitment.

Vacancy Details	
Job Title:	
School/Location:	
Advertising origin	
Where did you hear about this vacancy?	

It is the School's policy to ensure that all appointments are made on merit. **This part of the form is for monitoring purposes only and will be kept separate from any members of the shortlisting or interviewing panel.** In order to monitor the effectiveness and success of this policy it would be helpful to us if you provide the information requested below regarding your personal details. The details supplied by you on this form are confidential but will form part of the personnel record of the successful candidate.

Personal Details	
Title:	
First name(s):	
Last name:	
Previous Name (s):	
Date of Birth:	
Address:	
Postcode:	
Contact Number:	
Email address:	
National Insurance Number:	



Employment history

Job Title:	Name and Address of employer:	Tel Number:	Date from – Date to (dd/mm/yyyy)	Reason for leaving

EDUCATION AND TRAINING

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications.

EDUCATION (formal qualifications)*			
School / College / University (please include full address of establishment) most recent first	Qualification/Result/Grade	Date From	Date to

If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are no gaps in the history of your employment and education.

SUPPORTING INFORMATION

Skills, Knowledge and Experience

This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.

Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

- **Please don't include CV's.**
- **Ensure that the information you provide is well organised and relevant.**
- **It should show to that extent you have gained the skills and experience necessary for the post.**
- **Give specific examples of the work you have been involved in, how you went about it and the outcome.**
- **Always remember to specify your responsibilities rather than those of your section or department**

Eligibility to work in the UK

Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for an interview you will be asked to provide proof of your work entitlements.

Do you have an entitlement to work in the UK? **YES** **NO**

MONITORING EQUALITY AND DIVERSITY

Gender

Male Female

Is your gender identity the same as the gender you were assigned at birth?

Yes No

Ethnic Origin

White	British	<input type="checkbox"/>
	Irish	<input type="checkbox"/>
	Traveller of Irish Heritage	<input type="checkbox"/>
	Gypsy/Roma	<input type="checkbox"/>
	Polish	<input type="checkbox"/>
	Other White European	<input type="checkbox"/>
	Other White	<input type="checkbox"/>
Mixed	White and Black Caribbean	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>
	White and Indian	<input type="checkbox"/>
	White and Pakistani	<input type="checkbox"/>
	White and Bangladeshi	<input type="checkbox"/>
	Other mixed	<input type="checkbox"/>
Asian or Asian British	Indian	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>
	Kashmiri	<input type="checkbox"/>
	Other Asian	<input type="checkbox"/>
Black or Black British	Caribbean	<input type="checkbox"/>
	African	<input type="checkbox"/>
	British	<input type="checkbox"/>
	Somali	<input type="checkbox"/>
	Other black	<input type="checkbox"/>
Chinese or other	Chinese	<input type="checkbox"/>
	Other ethnic group	<input type="checkbox"/>
	Unknown	<input type="checkbox"/>

Religion/Belief			
Buddhist	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Other	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	No Religion	<input type="checkbox"/>

Caring Responsibilities	
Is there anyone who relies upon you for care and attention AND that you assist with their daily routine?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please indicate who you provide such care for?	
Adults (18 over) <input type="checkbox"/>	Children <input type="checkbox"/>

Disability
This organisation has made a commitment to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification.
The Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (i.e. Has lasted or is expected to last over 12 months)
Do you consider yourself to be disabled according to this definition?
Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered yes, how would you define this impairment?
Please specify any arrangements we can make to assist you if you are invited for an interview/assessment.
REHABILITATION OF OFFENDERS

This post involves working with children, young people, vulnerable adults or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must, therefore, disclose details of cautions, bind-overs, reprimands, final warnings and convictions, including 'spent

convictions'. Any failure to disclose such information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position.

Declaration	
Have you at any time received, or do you have pending, a caution, bind-over, reprimand, final warning or conviction?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

If yes, please state;

Do you have any previous offences/s? If so please give details

Nature of Offence/s (i.e. Conviction, caution, bind-over, reprimand, warning or allegation)	Offence/s	Date of Offence/s	Disposal (if known)

OTHER APPLICANT DETAILS

Are you currently, or have you previously been employed by this organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide dates from and to and reasons for leaving (if applicable):	Date from:	
	Date to:	
	Reason for leaving (if applicable):	

Are you related to a Councillor, Governor or senior officer of this organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide details:	Name:	
	Relationship to you:	

Dismissed

Have you ever been dismissed from any employment for any reasons other than redundancy?

YES NO

If YES please give details, including dates, reasons and employer.

DECLARATIONS

I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.

I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge

I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal.

YES

REFERENCES

Please provide the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.)

References will be sought prior to interview, the references will ask your current/previous employer/tutor about any disciplinary offences relating to children. Please note that for Headteacher and Deputy Headteacher appointments a reference will automatically be sought from your current L.A.

Current or most recent employer

Referee name:	
Job title (if applicable):	
Organisation:	
Address:	
Postcode:	
Contact Number:	
Email address:	
In what capacity do you know the referee?	
Are you related to, or the partner of this referee:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Previous Employer

Referee name:	
Job title (if applicable):	
Organisation:	
Address:	
Postcode:	
Contact Number:	
Email address:	
In what capacity do you know the referee?	
Are you related to, or the partner of this referee:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Disclosure

The information you supply about yourself as part of the application procedure is handled according to the requirements specified in data protection legislation. This includes the Data Protection Act 1998 and the General Data Protection Regulation.

Information you supply as part of the application process will be used for recruitment purposes and, if you are successful, for subsequent employment purposes. If you are unsuccessful, your application is retained for a maximum of 12 months from the closing date and then confidentially destroyed.

We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the Data protection Act 1998 and subsequent legislation.	
Signed:	
Date:	