**Application Form for employment at Saturday Islamic School**

**Confidential**

**Please fully complete this form using black ink or type. All tick boxes must be completed. Curriculum Vitae will not be accepted. Any applications received after the closing date will not normally be considered.**

Completed forms should be sent to ‘The Central Admin Team, Saturday Islamic School, East London Mosque & London Muslim Centre, 82-92 Whitechapel Road, London E1 1JX’. If you wish to email then kindly send in PDF format to [admin@saturdayislamicschool.co.uk](mailto:admin@saturdayislamicschool.co.uk) or [sis96@hotmail.co.uk](mailto:sis96@hotmail.co.uk)

**The information you provide on this form will be treated in confidence.**

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| --- | --- |
| **1 Post applied for** |  |

**2 Personal details**

**If you are successful then you will be required to provide evidence of the details you provide prior to your appointment. All posts are subject to DBS (Data Barring Service) and other statutory checks.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First name(s) | | |  | | | | Last name |  | | | |
| Any previous last name(s) or other names used | | | | |  | | | | | | |
| Address | |  | | | | | | | | Postcode |  |
| Home Tel. | |  | | | | Daytime Tel. | | |  | | |
| Email |  | | | | | Mobile Tel. | | |  | | |
| Previous address (including postcode)  (if you have lived in your current address for less than 12 months) | | | | | |  | | | | | |
| National insurance number | | | |  | | Are you free to remain and take up employment in the UK with no current immigration restrictions? | | | | | |
| *Please highlight/tick the relevant box or delete as appropriate* Yes  No | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- |
| Are you recognised qualified teacher in England/Wales? | Yes/No | | RP/DfES Reference number/ Date of award |  | |
| Do you have a current enhanced DBS? | Yes/No | | If ‘yes’ then give details and if possible attach a copy | | |
|  | | | | | |
| Which subject(s) are you *qualified* to teach? | |  Qur’an & Tajweed  Arabic Language  Islamic Studies | | | |
| Which subject(s) would *you like* to teach? | |  Qur’an & Tajweed  Arabic Language  Islamic Studies | | | |
|  | | | | | |
| Dates not available for the interview  (If these dates clash with the interview date we will try to re-arrange but cannot guarantee to do this) | | | | |  |

**3 Current or most recent employment**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of employer |  | | | | | | Job title |  | | |
| Address |  | | | | | | | Postcode | |  |
| Basic salary | £ | | | | Grade/spine point | | |  | | |
| Date commenced |  | | Date left |  | | Reason for leaving | | |  | |
| Brief description of main duties and responsibilities: | |  | | | | | | | | |

**4 Previous employment or work experience record**

Please start with your most recent employment first. Provide full details of all paid and unpaid employment and breaks since leaving full-time education. Written evidence may be required for teaching posts.

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| --- | --- | --- | --- | --- | --- |
| Name of employer with postcode | Position held | Permanent or temporary | Full or  part-time | Dates | |
| From | To |
|  |  |  |  |  |  |
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**5 Educational qualifications obtained from schools, colleges and universities**

Please be specific with qualifications and grades, e.g. instead of ‘5 A\*-C GCSE’ give subjects studied and grades obtained for each of the subjects.

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| --- | --- | --- | --- |
| Name of school, college, university or institute attended (with postcode) | Dates | | Qualifications gained and grades |
| From | To |
|  |  |  |  |
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**6 Other relevant professional qualifications or training**

Please give details of other relevant professional qualifications or training which may be relevant to the post.

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| --- | --- | --- | --- |
| Professional body (with postcode) | Dates | | Details of qualifications |
| From | To |
|  |  |  |  |
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**7 Membership of any organisations, societies or groups**

Please include all details including membership of any Islamic societies/groups, charities or political parties.

|  |  |  |
| --- | --- | --- |
| Date(s) of membership | Name of organisation/society/group | Details of involvment/positions |
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Have you ever lived or worked outside the United Kingdom? Yes/No (If ‘yes’ then give details below)

**8 Supporting statement**

Please use the space in the box below to explain in detail how you feel you meet the requirements of the Person Specification. Please include any experience gained through voluntary work, leisure activities or any other activities considered relevant to this post. Your statement should not normally be more than 1,000 words.

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**9 Additional information**

**Facilities at interview**

The Disability Discrimination Act (DDA) 1995 protects disabled people from unlawful discrimination. If you are a person with a disability, please inform if you have any requirements you would like us to be aware of in case you are invited for interview. Is there any special help you may require for interview?  Yes  No

If ‘yes’, please specify: ……………………………………………………………………………………………………………………………………………………………………

**Medical conditions**

SIS could conduct a medical assessment (through a confidential questionnaire) to ensure that an employee is provided with appropriate support, and where relevant necessary adjustments are made.

Do you have a medical condition for which an assessment would be necessary or beneficial?  Yes  No

**Any other relevant information**

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**10 References**

Please give the details of two persons willing to provide professional references relating to your work experience and suitability for the post for which you have applied. One should be your present or most recent employer.

It is our policy to approach current employers, whether or not you name them as a referee. We also approach additional previous employers where necessary. References will not be accepted from relatives or people writing solely in the capacity of friends.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full name | |  |  | Full name | |  |
| Job title | |  | Job title | |  |
| Organisation | |  | Organisation | |  |
| Address |  | | Address |  | |
| Telephone | |  | Telephone | |  |
| Email |  | | Email |  | |
| It is the school’s policy to obtain references before the interview. Are you willing for the referees to be approached prior to the interview?  Yes  No | | | | | | |

**11 Declarations**

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| **Rehabilitation of Offenders Act 1974**  Any information given will be treated confidentially and only considered in relation to the post applied for.  **Do you have a Criminal Conviction(s) or police caution?**   Yes  No  If you answer ‘yes’ and you are successfully shortlisted you will be expected to provide the panel with details of the conviction(s) or offence(s) in a sealed envelope marked ‘private and confidential’. The envelope will only be opened and considered if the panel agree to appoint you for the post. If you are not selected the envelope will be securely destroyed. Failure to disclose any conviction(s) for an exempt post, whether spent or not may lead to the withdrawal of the offer of employment.  **Data Protection Act 1998**  Under the Data Protection Act 1998, Saturday Islamic School reserves the right to collect, store and process personal data about applicants in so far as it is relevant to your application. This also applies during employment and for six years thereafter. This may include the processing of sensitive data for the purposes of monitoring.  **Statement to be signed by the applicant**  I have read, and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.  I confirm that to the best of my knowledge, the information provided in this application form is true and correct and provides a fair representation of my skills and work experience. I understand that providing false or misleading statements or withholding information may result in withdrawal of an offer of employment or disciplinary action including dismissal from the school.  I hereby give consent to the collection, storage, and processing of my personal data and I agree that the information given on this form may be used for registration purposes. | | | | | |
| **Name** |  | **Signature** |  | **Date** |  |

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| If you are returning this form by email, you will be asked to sign your application upon being called for interview.  *Please note that candidates selected for interviews are informed via email shortly after the closing date. It is regretted that applicants who do not hear further within 7 days of the closing date must conclude that their application has not been successful on this occasion.* |

**For official use only**

**Checks – Part 1** (the necessary documentation must be taken to the interview by the candidate)

* Original documentation seen to **verify identity** (this must include a valid passport or driving licence or another document with name and photo).
* Original documentation seen to **verify current address** (no utility bills acceptable – must be council tax bill, tax letters, tenancy agreement or another acceptable document).
* Evidence of **permit to work in the UK** (e.g. NI number) has been obtained.
* Verification of **qualifications** if relevant are seen (original certificates must be seen and copied need to be kept in the file).
* Copy of an enhanced DBS (if available) is seen and kept for reference.

**Checks – Part 2** (these will be completed/obtained on appointment by the school)

* A satisfactory **reference from the current or most recent employer** has been obtained.
* If the above is not possible then a reference must be obtained from the college/university attended.
* A second, **professional reference** has been obtained.
* The required reference has been obtained for people who has **lived or worked abroad**.