

ISLAMIA SCHOOLS LIMITED

TEACHING APPLICATION FORM

Please carefully read all instructions before completing this form. Use **BLACK INK only** and complete in full. You may enclose your CV for additional information if you wish, but not as a substitute for filling in all sections of this form.

Please also complete the separate Equal Opportunities Monitoring Form. (This form will not be used as part of your application - it is used for statistical purposes only.)

Once completed, return both forms to:- executivepa.isl@gmail.com.

Title and scale of post:	
Where did you hear about this job?	
When could you take up duties if appointed?	

(Please circle where appropriate)

PERSONAL DETAILS			
Title	Mr / Mrs / Miss / Ms	Other title (if any)	
Forename		Surname	
Home address (inc. postcode)		Home phone #	
		Mobile phone #	
		National Ins. #	
Email			
STATUS			
Do you need a work permit? Yes / No		If yes, please provide details:	
Date of qualification as a Teacher		DCSF Teacher Ref. No	
Are you registered with the General Teaching Council? Yes / No <i>(Evidence of this will be required if appointed to the post)</i>			
PRESENT OR MOST RECENT EMPLOYMENT			
School / LA			
Address			
Position held			
Main subjects taught			
Date of appointment			
If you have already held a teaching post, please give details of your most recent salary assessment:			
Current pay scale point <i>(Main scale / past threshold / asst / leadership role)</i>		Date of last assessment	
Teaching and learning responsibility point TLR		Date of last assessment	

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Any other points <i>(Excellent teacher / SEN allowance etc.)</i>			Date of last assessment	
Additional notes				
EMPLOYMENT HISTORY				
Please give a complete summary of employment excluding your present / most recent position, including any voluntary work. Please give details in chronological order of previous posts first and include any gaps in employment. Please also include education and training history.				
Dates		Company name, address, and business	Position held, nature of work and salary	Reason for leaving
To	From			

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SUMMARY OF EDUCATION AND QUALIFICATIONS

Dates		Name, address of educational establishments attended from age 12	Subjects / qualifications	Grades
To	From			

PROFESSIONAL DEVELOPMENT / TRAINING COURSES ATTENDED

Dates		Course details and provider	Qualifications gained
To	From		

LANGUAGES

Do you know any other languages in addition to English which you would be prepared to use at work?
If yes, please indicate which ones:

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STATEMENT IN SUPPORT OF APPLICATION

Please state how your experience, skills and achievements to date, both inside and outside paid work, or through study, make you a suitable candidate for this post. Please ensure that you have read the job description for the post and have given us sufficient information to describe how you meet each of the requirements set out in the job description / person specification.

INTERESTS AND OTHER WORK

Please give details of your interests including any voluntary / community work you have undertaken.

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REHABILITATION OF OFFENDERS ACT / DISCLOSURE OF CRIMINAL RECORD

The appointment for which you are applying involves work with children and therefore exempt from the Rehabilitation of Offenders Act 1974. You are required to declare any convictions or cautions you may have even if they would otherwise be regarded as spent under that Act. The information you give will be treated in confidence. A check with the Criminal Records Bureau / Data and Barring Service will be carried out.

Have you ever been convicted of a criminal offence or received a caution or bind-over?

Yes / No

If yes, please list all convictions, cautions and bind-overs including any which are spent under the Act.

(Failure to declare a conviction may disqualify you from appointment or result in summary dismissal when the discrepancy comes to light)

Do you have a current CRB / DBS certificate / Police check clearance?

Yes / No

(The successful applicant will be required to undertake a DBS check.)

Are you closely related to, or have a close relationship with, any member of the governing body, local councillors or existing employees?

(Any canvassing, direct or indirect will result in disqualification)

Yes / No

If yes, please provide details:

REFERENCES

Please give names, addresses and occupations of two referees. One should be your current or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends. References will be sought prior to interview.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Postcode		Postcode	
Home tel #		Home tel #	
Mobile tel #		Mobile tel #	
Email		Email	
Position		Position	

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DATA PRIVACY

The information which you have given in this application form will be collected and processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation to enable us to process your application and create an electronic and paper record of it. Your information will be kept securely, for no longer than necessary and will not be passed onto a third party unless required by law. For further information, please refer to our Privacy Policy or contact our Data Protection Officer.

DECLARATION

Providing any misleading or false information on this form to support your application or canvassing directly or indirectly to / with anyone likely to be involved in the appointment process will disqualify you from appointment or of the appointed will render you liable to dismissal without notice.

I declare that I am not on the barred list, disqualified from working with children or vulnerable adults or subject to sanctions imposed by regulatory body such as the General Teaching Council.

To the best of my knowledge and belief, the information on this application form is correct. I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph.

I have also understood and complied with the provisions concerning criminal convictions.

Applicant signature		Date	
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