



APPLICATION FORM

Guidelines

Please complete this form accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from the form. You will be advised of the outcome of your application.

Ensure the finished form is signed, dated and returned by the closing date to the address given above. We are unable to accept forms returned as email attachments without a signature.

Please complete the form in black ink and **BLOCK CAPITALS**.

Section 1 – Position Applied For

Where are you applying? (please tick all relevant sections)

- Jami Mosque & Islamic Centre Darul Uloom Islamic High School
 Jami Mosque & Islamic Centre: Evening Madrasah

Job Reference:

Department:

Job Title:

Post: Full Time Position Part Time Position Volunteering

Section 2a – Applicant Details

Title

Surname

First Name/Middle Names

Former Name(s)

Home Address

POST CODE

Section 2b – Applicant Details Continued

Correspondence Address (if different from home address)

POST CODE

Telephone Numbers (please include full STD Code) & Internet Contact

Home Tel:

Work Tel:

Mobile:

e-mail:

CRB Disclosure

All successful applicants will need a DBS Disclosure prior to engagement of any duty.

Do you have a valid ENHANCED DBS?

YES/NO

If Yes, please write DBS Cleared Date

DATE:

Date of Birth

DD

MM

YY

NI Number

Nationality:

Do you hold a current Full Driving License?

YES/NO

Is there anything concerning your medical history or state of health that is relevant to your application?

YES/NO

(if yes, please give details)

Migrant Workers

Are there any restrictions regarding your employment?
e.g do you require a Work Permit?

DO YOU REQUIRE A WORK PERMIT: YES/NO (If yes, Please give details)

PERMIT TYPE:

IMMIGRATION STATUS:

PASSPORT No. _____

COUNTRY: _____

VISA NO. _____

ISSUE DATE _____ EXPIRY DATE: _____

Overseas Contact (Migrant Workers Only)

Contact Person:

Relationship:

Home Tel:

Mobile:

e-mail:

Section 3 – Employment History

Start with your most recent employment and briefly describe the main duties and responsibilities of your post.

IMPORTANT: Employment and education history must be complete from the point of Secondary School education, any gaps in this period must be explained. Please use an additional sheet if required.

| | | | |
|----------------------------------|---------------|-------------------------------------|--|
| Are you currently in employment? | YES/NO | If yes, what is your notice period? | |
|----------------------------------|---------------|-------------------------------------|--|

1. Current/most recent employment/organisation

| | | | |
|--|--|-------|-----|
| Name | | | |
| Address | | | |
| Job Title | | From: | To: |
| Brief description of job role and duties | | | |
| Reasons for leaving/ changing | | | |

2. Employment/organisation

| | | | |
|--|--|-------|-----|
| Name | | | |
| Address | | | |
| Job Title | | From: | To: |
| Brief description of job role and duties | | | |
| Reasons for leaving/ changing | | | |

3. Employment/organisation

| | | | |
|--|--|-------|-----|
| Name | | | |
| Address | | | |
| Job Title | | From: | To: |
| Brief description of job role and duties | | | |
| Reasons for leaving/ changing | | | |

4. Employment/organisation

| | | | |
|--|--|-------|-----|
| Name | | | |
| Address | | | |
| Job Title | | From: | To: |
| Brief description of job role and duties | | | |
| Reasons for leaving/ changing | | | |

Section 4 – Education & Qualifications

Please tell us about your education and qualifications since leaving Secondary School. Include relevant courses which you are currently undertaking. **Please start with the most recent.**

IMPORTANT: Employment and education history must be complete from the point of Secondary School education, any gaps in this period must be explained. Please use an additional sheet if required.

| Name of school/college/university/training body | Subject studied | Date From – Date To | Grade attained | Date attained |
|---|-----------------|---------------------|----------------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Section 5 – Training

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.

| Training course/programme | Date |
|---------------------------|------|
| | |
| | |
| | |
| | |

Section 6 – Experience, Skills & Personal Statement

This section is for you to give specific information in support of your application. Please set the information out on a maximum of three sides of A4 paper. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application.

Any gaps in career since leaving Secondary School education can be explained here.

Section 7 – References

Please give details of two at least two referees. One referee must be your most current or most recent employer.

If you are not currently working with children or your most recent employment did not include working with children, but you have done so in the past, you must provide details of that employer as your second referee.

Testimonials or references from friends and relatives are not acceptable.

| 1. Reference (current or most recent employer) | | | |
|--|--|----------|--|
| Name | | Position | |
| Organisation | | | |
| Address | | | |
| Contact Details | | | |
| Email | | | |

| 2. Reference (Previous employer / Academic) | | | |
|--|--|----------|--|
| Name | | Position | |
| Organisation | | | |
| Address | | | |
| Contact details | | | |
| Email | | | |

| Contacts within the organisation | |
|---|--|
| <p>Do you have any contacts with individuals currently employed at the organisation?</p> <p>This includes governors and trustees.</p> | <p>Do you have any contacts or close relationships with anyone connected to the organisation?</p> <p>YES/NO</p> <p>If Yes</p> <p>How are you related? _____</p> <p>Individual Employed or Connected to the Organisation:</p> <p>NAME:</p> <p>POSITION:</p> |

Section 8 – Declaration & Signature

EXEMPTIONS & CONDITIONS

- Any post applied for will be exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions, bind-overs including those regarded as 'spent', must be declared.
- The organisation reserves the right to approach previous employers for information to verify particular experience or qualifications before an interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired as well as whether you have been subject to any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked.
- Providing false information is an offence and could result in your application being rejected or summary dismissal post employment and possible referral to the police.
- All successful applicants will be placed on at six month probation period and contract may be terminated during this period.

DECLARATION:

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions, reprimands, final warnings and bind-overs, including those regarded as 'spent' must be declared. I confirm that I have not been disqualified from working with Children, am not named on the Children's Barred List and am not subject to any sanctions imposed by a regulatory body.

I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school if applicable to the role applied for.

I declare that I have no any criminal offence in Europe or elsewhere overseas.

I also declare that the facts and information contained in this application are correct to the best of my knowledge and belief. I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after an appointment) summary dismissal may amount to a criminal offence.

In accordance with regulatory guidelines, Jami Mosque And Islamic Centre / Darul Uloom Islamic High School is required to verify medical fitness of anyone appointed to a post at the Centre / School, therefore, if your application is successful and after an offer of employment has been made, you will be required to complete a medical questionnaire.

Please tick the appropriate box:

I have no court action pending, convictions, cautions, reprimands, final warnings or bind-overs.

I have attached details of any court action pending, convictions, cautions, reprimands, final warnings or bind-overs in a sealed envelope marked 'confidential'

Signed

Date

| | | | |
|----------------------------|-----------------------------------|------------------------|---------------------|
| FOR OFFICE USE ONLY | <input type="checkbox"/> Accepted | Job Title | Start Date |
| | <input type="checkbox"/> Declined | Authorised By | Date |
| Notes: | | | |



**JAMI MOSQUE
& ISLAMIC CENTRE**
BIRMINGHAM

Darul Uloom
ISLAMIC HIGH SCHOOL
BIRMINGHAM

