



Application for Employment

Job applied for:	
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Where did you see this vacancy advertised?	
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Please answer the questions fully, referring to the Selection Criteria and provide examples of the relevant abilities and experiences you have gained. **CVs are not accepted.** Any applications received after the closing date will not be considered.

Please email returned applications to: primary.school@noorulislam.org.uk

The information you supply on this form will be treated in confidence

Personal details	Last name:	First name:
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Address:	
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Post code:	Country:	NI number:
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Email:

Preferred Telephone Number:	
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Do you have a legal right to live and work full-time in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Is this subject to a sponsorship/work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>You will need to produce photo identification and proof of the above if you are called to an interview.</i>		

For teachers only

Date of recognition as a qualified teacher in England/ Wales:	
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DfE reference number:	
If qualified after May 1999, in which school was induction completed?	
Have you ever been subject to an investigation by your employer, the GTC or Independent Safeguarding Authority?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please state details and outcome in separate sealed envelope marked 'Confidential'. This will only be opened if you are called to interview.

If you are successful you must provide evidence of the above details prior to your appointment

Current or most recent employment/voluntary work			
Employer:			
Job Title:			
Address:			
Post code:			
Current/last salary:			
Start date:			
Date of leaving (if applicable):			
Reason for leaving:			
Period of notice required:			
Brief description of main duties/responsibilities:			
Previous Employment or Work Experience Record			
Please provide full details of all your previous paid/unpaid employment in date order (starting with the most recent first with no gaps since leaving full-time education, explaining any breaks). If it does not apply – please list activities done during the period e.g. home-making			
Dates (day, month and year) e.g. 1 Jan 2024 – 31 Aug 2024	Name of employer/type of business	Position held and main duties	Reason for leaving

From	To			

Education Qualifications and Training

Please give details of your education and qualifications (most recent first). *Continue on by adding more rows if necessary.*

Dates (day, month and year) e.g. 1 Jan 2024 – 31 Aug 2024		Name of Schools, Colleges, Universities, Other educational institution	Name of Course/Subjects	Qualifications / Certificates/ Grades
From	To			

Membership of Professional Organisations and Institutions

Please provide details of any other relevant qualifications or records of achievement (e.g. courses attended), including membership of professional bodies. (Please note, if you are appointed we will need to see your original qualification certificates.) *Continue on by adding more rows if necessary.*

Professional Bodies or Institution	Membership status	Date obtained	By examination (Yes /No)

Supporting Statement

Abilities, skills, knowledge and experience

Please use this section to explain in detail how you meet all of the requirements of the Selection Criteria and why you consider yourself suitable for the post. This should include all aspects of your education and experience, including paid or voluntary work, study or training that are relevant to this position. *This should be no more than 600 words, Font Calibri, size 12.*

References

Please provide the details of **two** principal referees and **one** back-up referee. These must be people to whom you are not related and to who can provide information relating to your work experience and suitability for the post. As a minimum, one should be your current employer, or (if unemployed) most recent employer. **For those already working in a school, the main referee must be your current Headteacher.** In the case of school/college/university leavers, your tutor.

Please note that we reserve the right to approach any of your previous employers for a reference and for education posts, references must be taken up in advance of interview.

Main Reference 1		Main Reference 2
Name:		
Job title:		
Work relationship:		
Organisation:		
Address:		
Post code:		
Telephone:		
E-mail: Please ensure this is correct		
May we approach them now?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Reference 3 (will be used in case of no response from one of the above)		
Name & job title:		
Work relationship:		
Organisation & address:		
Telephone & email:		
May we approach them now?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Other information	
Any candidate who directly or indirectly canvasses a trustee, governors or senior leader of the school will be disqualified.	
Are you related to or do you have a close personal relationship with a Trustee or employee of the Noor ul Islam Trust, or with any pupil, employee or governor of the school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details under separate cover, which will only be opened if you are called to interview.	
If appointed, do you have any interests, carry out any work or hold any appointments that may conflict with this employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify:	
<p>Convictions</p> <p>Do you have any unspent convictions (both in the United Kingdom and abroad)?</p> <p>If Yes, please give details of your convictions. As this post is covered by the Exceptions Order 1975, both spend and unspent convictions must be declared.</p> <p>Note: If you are provisionally offered this post, you will be required to undergo an Enhanced Disclosure and Barring Services (DBS) check.</p> <p><i>It will be a condition of your employment that you inform the school if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including termination of your employment.</i></p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>Statement to be signed by the applicant</p> <p>I hereby authorise Noor Ul Islam Primary School to carry out checks on all and any of my qualifications from any establishment or employer.</p> <p>I hereby authorise Noor Ul Islam Primary School to take up references from my present, previous employer(s) or those submitted as personal referees. In addition, I hereby authorise the school to take up other reference checks as you may deem appropriate.</p> <p>I have read, and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.</p> <p>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.</p> <p>I hereby give consent to the collection, storage, and processing of my personal data.</p>	

I hereby authorise Noor Ul Islam Primary School to carry out online search on shortlisted candidates to help identify any issues that are publicly available online as part of due diligence checks.

Please note: If you are returning this form by e-mail, you will be asked to sign your application upon being called for interview. Candidates selected for interview will be notified within three weeks of the closing date.

Employment Monitoring

To monitor the effectiveness of our Equal Opportunity Policy and for no other reason, you are requested to complete this section. Information given will be treated in strict confidence.

The information you provide will be treated in the strictest confidence and will be used only for statistical monitoring and is not used as part of the interview selection process.

Gender

Are you Female Male Transgender

Is your gender identity the same as the gender when you were born with?
Yes No Decline to State

Signed:

Date:

Applying for: Full time Part time Job Share

Age

Date of birth
(dd/mm/yyyy):

Ethnicity			
Asian/ British Asian			
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Vietnamese	<input type="checkbox"/>	Asian other (specify)	<input type="checkbox"/>
Black/ Black British			
Caribbean	<input type="checkbox"/>	Somali	<input type="checkbox"/>
Other African	<input type="checkbox"/>	Black other (specify)	<input type="checkbox"/>
Mixed/ Dual Heritage			
White & Asian	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
White & Black Caribbean	<input type="checkbox"/>	Mixed other (specify)	<input type="checkbox"/>
White			
English	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Scottish	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
Northern Irish	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
White other (specify)	<input type="checkbox"/>	Gypsy/ Roma	<input type="checkbox"/>
Declined to State			
		<input type="checkbox"/>	
Other ethnic background (specify)			
Religion / Belief			
What is your religious belief?			
Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>

Christian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
No Religion	<input type="checkbox"/>	Decline to state	<input type="checkbox"/>
Other (specify)			

Disability

Do you consider yourself to be disabled?
 Yes No Decline to State

If yes:

Learning difficulty	<input type="checkbox"/>
Long standing illness/ health condition	<input type="checkbox"/>
Mental Health	<input type="checkbox"/>
Physical impairment	<input type="checkbox"/>
Sensory impairment	<input type="checkbox"/>
Other (Specify)	

What do we mean by a disability

The Disability Discrimination Act defines disability as 'a physical or mental impairment with long term, substantial effects on ability to perform day to day activities

Examples of Disabilities

The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question.

Hearing, speech or visual impairments (if you wear glasses or contact lenses this is not normally considered a disability)

Co-ordination, dexterity or mobility (eg polio, spinal cord injury, back problems, repetitive strain injury)

Mental health (e.g. schizophrenia, depression, severe phobias)

Speech impairment (e.g. stammering)

Learning Disabilities (e.g. Down's syndrome)

Other physical or medical conditions (eg diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc).

Declaration

Confirm that to the best of my knowledge, the information provided in this employment monitoring form is true and correct.

I hereby provide consent to the collection, storage and processing of my personal data.

Signed

Date

Please forward your completed application form to primary.school@noorulislam.org.uk the post title in the subject line of your email. You will receive an email confirming the receipt of your application form only if you submitted the application before the deadline. If you do not hear from us within the first three weeks after the deadline, then please assume that on this occasion your application has not been successful.



Short Form Privacy Notice for Application Forms

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which accompanies this application form. Our privacy notice can also be found on our school website which details how we use your information.

Why Do We Collect This Information?

Once you have applied form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment – current or most recent employment, previous employment history, education, qualifications & training history, personal statement, references, criminal convictions declaration, employment monitoring & declaration.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

Safeguarding

It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children: