

Lady Nafisa Independent Secondary School for Girls

APPLICATION FOR EMPLOYMENT

(Please complete in capital letters and black ink)

Please note this post involves working with children or vulnerable adults, so appointment will be subject to a Disclosure and Barring Service check.

Post:

Personal Details:			
Title:	Surname:	First Name(s):	D.O.B:
Previous Name(s):			
Address:			
Home Tel:		Mobile No:	Email Address:
National Insurance No:			
Do you have a disability*?	Yes/No	*The Disability Discrimination Act defines disability as 'a physical or mental impairment which has a substantial and long term effect on your ability to carry out normal day-to-day activities'.	
Have you worked for/or have any affiliation with any Muslim organisations? Yes/No If yes, please name them:			

Teaching Qualifications: Type of Teacher Training Undertaken (Secondary/Primary):	
Do you have Qualified Teacher Status? Date Qualified:	Have you successfully completed your NQT Year?
General Teaching Council Number:	

Education & Training: Please give details about all the education and qualifications you have including degrees with class and division and teaching certificates. For A-level and GCSE grades please list individual grades for each subject. If you are short-listed, evidence of all qualifications should be brought to the interview. Please provide details with dates from the age of 16 onwards: We will require evidence of all qualifications attained from GCSE level (or equivalent) onwards. Please fill in all the gaps. (Please continue on a separate sheet if necessary)			
UNIVERSITY DEGREE, A-LEVELS & GCSE			
Level (Degree, A-levels etc)	Establishment	Qualifications(indicate class and division & grades)	Dates attended (from and to)

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OTHER COURSES AND TRAINING IN WHICH YOU HAVE BEEN INVOLVED DURING THE PAST THREE YEARS AND WHICH YOU CONSIDER RELEVANT TO THIS POST. Please indicate who provided it and start/finish dates:

Employment History: Please list employment record for the previous years, including temporary or voluntary work in chronological order ending with your present post. **Please fill in all the gaps.** This section is split into teaching and non-teaching. Please include periods when you were not working under the non-teaching section as **all time must be accounted for and may be checked.** (Please continue on a separate sheet if necessary).

TEACHING

Local Authority or employer	Name and type of School or establishment	Pupil age range	Post Held	Full-time or part-time	Dates from to	Reason for leaving

NON TEACHING					
Please give details of all paid and non paid time outside teaching including family responsibilities since leaving full-time education.					
Employer (if appropriate)	Post Title (if appropriate)	Brief description of activity/responsibility or duties	Full-time or part-time	Dates from to	Reason for leaving

RELIGIOUS COMMITMENT
As a faith based school it would be helpful if you can provide some brief information regarding your religious practice. We welcome applicants from all religions and backgrounds who are willing to support our Islamic ethos and mission.
Hanafi..... Shafi'i..... Maliki..... Hanbali..... Salafi.....
Other (please specify):
RELIGIOUS ACTIVITIES (charity work, voluntary/paid work with any religious organisations, religious courses attended, scholars studied with etc.)

References: Please nominate two referees (unless stated otherwise in the details of the post) If you are working at the moment, one referee must be your present employer. If you are not working with children at the moment but have done so in the past, please indicate the name of that last employer as one of your referees. Referees will be asked for information on disciplinary issues, sickness absence, etc. References will not be accepted from relatives or from people writing solely in the capacity of a friend.	
Name of First Referee: Position: Relationship: Organisation: Address: Phone Number: Email: Fax:	Name of Second Referee: Position: Relationship: Organisation: Address: Phone Number: Email: Fax:

General:	
Have you ever been convicted of a crime: Yes /No If Yes, Please give details:	
How many days off have you taken in the last year of your most recent employment and why?	
If you are offered employment will you be able to provide proof of identity and authorization to work in the UK? Yes/No	
Have you ever had a CRB check? Yes/No For what reason?	Were you subject to any disciplinary procedures/ investigation:

Personal Statement: Please explain with examples of how your skills and experiences make you a suitable candidate for this position:
Interests & Activities:
Any other information you feel is relevant to your application:

Please note – Lady Nafisa School and where appropriate the school’s governing body reserve the right to contact previous employers to verify experience or qualifications and carry out online checks to verify your status.

DISCLOSURE OF CRIMINAL RECORDS/SANCTIONS

For teaching and lecturing posts you have to disclose any conviction, warning, reprimand, caution or binding-over including “spend convictions”, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Details of any such disclosure should be placed in a sealed envelope marked “Confidential” and brought to interview.

Any information disclosed will be treated in the strictest confidence.

Any offer of appointment will be subject to satisfactory Criminal Records Bureau clearance.

You must disclose details of any current sanctions imposed by a regulatory body e.g. the General Teaching Council.

If you have any such sanctions, please check this box:

Declaration:

I declare that the information on this form is true and accurate.

I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the job.

My name has not been placed on any list which disqualifies me from working with children.

I confirm that I have read the above statements in respect of “Disclosure of Criminal Records/Sanctions” and understand the requirements of this position.

Privacy Notice

I consent to the information contained in this form, and any other information received by or on behalf of the school relating to my application, being processed by the school in administering the recruitment process and to assist with the prevention and detection of fraud.

Print Name:

Signed:

Date:

If you submit this form electronically, you will be required to sign this declaration if invited to interview.

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview

For Office use only:

Date received:

Date reviewed:

Online checks conducted (highlight as appropriate):

Google search

Facebook

Instagram

Twitter

Any other check

Any concerns identified?