

# Al-Noor Primary School (VA)

619-629 Green Lane, Goodmayes, Ilford, Essex, IG3 9RP

Tel: 020 8597 7576, Email: [recruitment.va@al-noorprimary.org.uk](mailto:recruitment.va@al-noorprimary.org.uk), Website: [www.al-noorprimary.org.uk](http://www.al-noorprimary.org.uk)

## Job Application Form

*Please complete all sections of this form as your application will not be considered for short listing if deficient.*

*Please use additional sheets wherever needed, marking them with the title of the relevant section.*

*Please email the completed form to [recruitment.va@al-noorprimary.org.uk](mailto:recruitment.va@al-noorprimary.org.uk).*

### PRIVATE & CONFIDENTIAL

Please state the post applied for:			
Would you consider job sharing?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you wish to be added to the school mailing list?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Personal Details

Forenames			Surname		
Title			Previous Name(s)		
Home address				Postcode	
National Insurance No:				Date of Birth:	
Do you have a DBS certificate?					Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide your DBS (Disclosure and Barring Service) certificate number:					
On what date did you receive this?					
What organisation applied for this on your behalf?					
Are you signed up to the online DBS update service?					Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you the right to work in the United Kingdom?					Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this subject to a Work Permit?					Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you related to an employee or trustee of the school?					Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide names and state the relationship. Use additional sheets if necessary.					
1) Name:			Relationship:		
2) Name:			Relationship:		
3) Name:			Relationship:		
Work phone number:			Home landline:		Mobile:
E-mail addresses:	1)		2)		

**Secondary Education** (beginning with the most recent)

Name and Address of School	From	To	Subject (e.g. English, Maths etc; list all)	Qualifications gained and grades (e.g. GCSE, B)

**Further and Higher Education** (beginning with the most recent)

Name and address of College/University	From (date) to (date)	Full-time or part- time	Subject studied	Qualifications achieved with dates and grades (e.g. 30/06/2005, A level Maths, B)

## WORK EXPERIENCE

Please state all periods of employment in any position. Including new roles assigned through promotion within the same institution, as separate jobs. Please state whether any period of service was on behalf of a supply agency. Please state all periods of previous employment even if not directly relevant to the post your applying for.

### A) MOST RECENT POST OF EMPLOYMENT (if applicable)

Name and address of employer		Postcode	
Job title		Date of appointment:	
Present salary and grade:		Notice Period required if in post:	
Reason for leaving, if not in post:		Date of leaving:	

Please give a brief description of your present duties and responsibilities below.

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### B) PREVIOUS POSTS OF EMPLOYMENT (if applicable) (please state all, even if not relevant to the post you are applying for)

Name and address of employer	Position held and duties involved	From (date) to (date)	Full/Part-time & hrs per week	Reason for leaving


**TRAINING**

Please state all professional development courses and training undertaken during the past 5 years.

Course	Duration	Date of course	Full/Part-time (state hrs)

## **SELECTION CRITERIA**

The information you provide in your personal statement will be used to assess your application. The selection criteria for the post are set out in the accompanying job description and person specification. Your personal statement should state in sufficient detail how the skills, knowledge, experience and personal qualities you have meet the selection criteria. You should also demonstrate that you meet the requirements of the job by giving examples of work done in the past.

## **SUPPORTING STATEMENT**

Outline how the experience, skills and training you have gained both inside and outside paid work or through study meet the selection criteria for the post you have applied for. Please make full use of this section as short listing is conducted on the basis of the application form and statement only.

(Maximum 700 words)

## References

References will be taken up for short-listed candidates.

Please give the name and addresses of four referees here.

One must be your present, or most recent, employer, another must be a recent employer. These referees must be members of senior leadership/management. If you have more than one job, it will be necessary for you to provide details of all your employers even if there are more than two.

The other two referees must be individuals of social standing due to their professional or community role, who know you well. For example these can be a community leader you have met with often, an imam of a masjid you frequent, a GP that you see frequently, an accountant that you have had dealings with and so on.

Please use additional sheets if necessary. Please indicate whether you have done that here: **YES / NO.**

<b>1. Referee Name</b>			
<b>Position held and relationship to you</b>			
<b>Organisation</b>			
<b>Address</b>		<b>Postcode</b>	
<b>Telephone</b>		<b>E-mail</b>	

<b>2. Referee Name</b>			
<b>Position held and relationship to you</b>			
<b>Organisation</b>			
<b>Address</b>		<b>Postcode</b>	
<b>Telephone</b>		<b>E-mail</b>	

<b>3. Referee Name</b>			
<b>Position held and relationship to you</b>			
<b>Organisation</b>			
<b>Address</b>		<b>Postcode</b>	
<b>Telephone</b>		<b>E-mail</b>	

<b>4. Referee Name</b>			
<b>Position held and relationship to you</b>			
<b>Organisation</b>			
<b>Address</b>		<b>Postcode</b>	
<b>Telephone</b>		<b>E-mail</b>	

## REHABILITATION OF OFFENDERS ACT

### Please read carefully

Because of the nature of the work for which you are applying, this post is exempt from the provision of the Rehabilitation of Offenders (Exceptions) (Amendments) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the Provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in a dismissal or disciplinary action by the school. Any information given will be kept completely confidential and will be considered only in relation to any application for positions to which the Order applies. You are asked to note that a check will be carried out on Police records for details of any criminal offence.

Have you ever been convicted of a criminal offence?

Yes ☐ No ☐

If 'yes' to any of the questions, please detail on a separate sheet, place in a sealed envelope and attach to this form. Responses will be treated kept private confidential.

Signature

Date

## DISQUALIFICATION

### Please read carefully

'Disqualified' individuals are not permitted to work in a setting providing care for children aged 8 and under, unless they apply for, and are granted, a waiver by Ofsted.

A person is 'disqualified' if, for example, s/he has committed offences involving violence or a sexual offence against children or adults, including murder, manslaughter, kidnapping, false imprisonment, ABH and GBH; or offences such as those against children (including those that result in inclusion on the Children's Barred List); or a Sexual Offence Prevention Order (SOPO); or possession of indecent photographs of children. A person can also be 'disqualified by association', if they are living with someone who has been convicted of a serious crimes, such as those listed above, and the conviction is 'unspent'.

Has a Prohibition Order ever been made against you?

Yes ☐ No ☐

Are you Disqualified to work with children By Association or otherwise?

Yes ☐ No ☐

Are you living with someone who has been barred from working with children (through the DBS)?

Yes ☐ No ☐

Are you living in the same household as someone who has been disqualified from working with children under the childcare Act 2006?

Yes ☐ No ☐

Please confirm whether you have ever been the subject of a child protection concern either in your work or personal life, or have been the subject of any disciplinary action, including any which are time expired.

Yes ☐ No ☐

Are you on the Barred list database or have you ever been Disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. the DfE)?

Yes ☐ No ☐

If you have selected 'yes' to any of these questions, please detail on a separate sheet, place in a sealed envelope and attach to this form. Responses will be kept private and confidential.

Signature

Date

## DECLARATION

**I hereby certify that, to the best of my knowledge and belief, the information given in this application is true and accurate. I understand that if the information is false and misleading it will disqualify me from appointment or could lead to dismissal or disciplinary action after appointment.**

### NOTE

Should any of the particulars furnished in answer to any questions in this form be found to be false within the knowledge of the candidate or should there be any wilful omission or suppression of any material fact, the candidate will, if appointed, be liable to be dismissed.

<b>Signature</b>	<b>Date</b>
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**Please note that you will be required to sign the form if you are invited to an interview.**

## GENERAL DATA PROTECTION REGULATIONS

In order to process your application you are requested to complete and return this application form. Al-Noor Primary School (VA) will treat the information you have provided in accordance with the provisions of the General Data Protection Regulations, including ensuring it is kept confidentially, is not passed onto to a third party without your consent and, for unsuccessful candidates, is erased within 12 months.

## EQUAL OPPORTUNITES STATEMENT

Al-Noor Primary School (VA) complies with the provisions of the Equality Act 2010

**THANK YOU FOR APPLYING FOR THIS POST.**



## ADDITIONAL INFORMATION FOR MONITORING PURPOSES

### DISABILITY

The Disability Discrimination Act 1995 (DDA) protects people with disabilities. The DDA defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability according to the terms given in the DDA?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If you have answered yes to having a disability, please let us know how we can support you at the interview.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Please tick if any of the following types of disability apply to you. People may experience more than one type of disability, in which case tick all the types that apply. If your disability does not fit any of the types, please mark 'Other' and state your disability.

Long standing illness, such as cancer, HIV, diabetes.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Sensory impairment, such as being blind, having a serious visual impairment or being deaf or having a serious hearing impairment.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Physical impairment, such as difficulty using your arms or mobility issues, which means using a wheelchair or crutches.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Learning disability (such as down's syndrome or dyslexia) or cognitive impairment (such as autism or head injury).	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Mental health condition, such as depression.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Any Other	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If you ticked 'yes' to the question above, please state the disability:	
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### ETHNICITY

Please select one category below and then tick the appropriate box within that section to indicate your ethnic background. If you are ticking one of the 'Any other' boxes please state your ethnicity in the space provided.

White <input type="checkbox"/>	British <input type="checkbox"/> Irish <input type="checkbox"/> Other White background <input type="checkbox"/> Please state _____
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Mixed <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Asian <input type="checkbox"/> Any other mixed background <input type="checkbox"/> Please state _____
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Asian or Asian British <input type="checkbox"/>	Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi Any other mixed background <input type="checkbox"/> Please state _____
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Black or Black British <input type="checkbox"/>	Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other background <input type="checkbox"/> Please state _____
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Chinese or other Ethnic group <input type="checkbox"/>	Chinese <input type="checkbox"/> Any other background <input type="checkbox"/> Please state _____
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What is your religious background?	Islam <input type="checkbox"/> Christianity <input type="checkbox"/> Judaism <input type="checkbox"/> Sikh <input type="checkbox"/> Hindu <input type="checkbox"/> Buddhist <input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Please state: _____
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### MEDIA

Where did you hear about the vacancy?

School website <input type="checkbox"/>	TES <input type="checkbox"/>	Other website(s) please state _____ <input type="checkbox"/>
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School employee/trustees <input type="checkbox"/>	Please state the name: _____
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