

Post Applied for:

Section 1.1 Personal Details

Title: Date of Birth (dd/mm/yy):

Last Name: First Name:

Previous Names:
(if applicable)

Address:

Town/City:

Postcode:

Daytime Telephone:

Evening Telephone:

Mobile Telephone:

E-mail address:

National Insurance N^o:



Email is our preferred method of communication and candidates will receive all communication via the email address provided

Are you legally entitled to work in the UK? Yes No

If Yes, please select:

British Citizen EEA/EU Citizen

Valid residence/
work permit or
Visa Other

If Other, please specify:

Have you lived abroad for 12 months or more within the last 10 years? Yes No

Section 1.2 References

First Reference (Employer)

Name:	<input type="text"/>
Position (job title):	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode:	<input type="text"/>
Telephone N ^o :	<input type="text"/>
E-mail address:	<input type="text"/>

May we contact this referee prior to the interview? Yes No

Employer

Reference Type (tick as appropriate) Academic

Personal/Character

Second Reference

Name:	<input type="text"/>
Position (job title):	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode:	<input type="text"/>
Telephone N ^o :	<input type="text"/>
E-mail address:	<input type="text"/>

May we contact this referee prior to the interview? Yes No

Employer

Reference Type (tick as appropriate) Academic

Personal/Character

For posts which have substantial access to children or vulnerable adults, we reserve the right to approach any previous employer.

Section 1.3 Criminal Convictions

*The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and **cannot** be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.*

Have you ever been convicted or cautioned in relation to a criminal offence, have you been bound-over, or subject to formal warnings or reprimands or are you at present the subject of any criminal proceedings or police investigation?

Yes No

Please specify dates of summons, charges, cautions, reprimands, final warnings or convictions, court, nature of offence and sentence or order imposed.

Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post.

Section 1.4 Additional Information

To be completed for Teacher positions only:

Teacher Reference
Number

Do you hold Qualified Teacher Status?

Yes

No

Advertising Media *Please state where you saw this post advertised*

Website Job Opportunities Bulletin

Indeed Local Press (Halifax Courier)

Twitter National Press

Section 1.5 Declaration

In submitting this application (whether signed or not) I declare that I am the person referred to on the form, I can confirm that the information I have provided in Part 1, 2 and 3 of this application is true, complete and correct. I understand that if I provide incorrect information or a false statement this will lead to the withdrawal of any job offer, or if I am given the job this will result in disciplinary action which is likely to result in my dismissal from employment.

I authorise Beacon Lights Educational Trust to contact any current or former employers at the appropriate stage to confirm the details provided.

In accordance with the Immigration, Asylum and Nationality Act 2006 I am entitled to work in the United Kingdom. I shall produce such original documentation as may be requested to evidence my right to work.

Privacy Notice

The information provided by you is collected for the purposes of processing your application for employment. We need to collect this information in order to assess your application against the Role Profile for the job. Application forms are used to determine who to interview for any advertised position. If you are successful in your application and are subsequently offered a position, the data collected will be used to carry out pre-employment checks and ensure your suitability for the position. The data will then be transferred to your personnel file.

Completion of this form/sharing your information with us constitutes explicit consent from you for us to process your data for this purpose. You may withdraw consent at any time by writing to info@beaconschools.org.uk. In addition you have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it and the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law.

This information will be kept for a period of six months for unsuccessful applicants. For successful applicants, the information will be transferred to your personnel file and will be kept for a maximum of the individuals employment with us plus six years or as per recommended guidelines for roles working with vulnerable groups, length of employment plus 25 years or until such time as the data is reviewed by us or removed at your request.

Signed:

Date:

This marks the end of section 1

Which age category do you fall into?

- 16-19 years 20-24 years 25-29 years 30-34 years
- 35-39 years 40-44 years 45-49 years 50-54 years
- 55-59 years 60+ years Rather not state

What is your nationality?

My nationality is:

What is your Ethnic Origin?

Please choose ONE section from 1 to 6, and then tick the appropriate box to indicate your cultural background.

1. White

- (a) White British
- (b) White Irish
- (c) White Other

2. Mixed

- (a) Mixed White & Black Caribbean
- (b) Mixed White & Black African
- (c) Mixed White & Asian
- (d) Mixed Other

3. Asian or Asian British

- (a) Asian Indian
- (b) Asian Pakistani
- (c) Asian Bangladeshi
- (d) Asian Other

4. Black or Black British

- (a) Black Caribbean
- (b) Black African
- (c) Black Other

5. Chinese or Other

- (a) Chinese
- (b) Other

6. Undefined

- (a) Rather not state

GenderMale Female Rather not state **Disability**Do you consider yourself to have a disability? Yes No

If you have answered yes to the above question, please give details of any assistance you may need at interview (e.g. sign language interpreter, wheelchair access)

This marks the end of section 2

PART 3 APPLICATION FOR EMPLOYMENT

Section 3.1 Current or Most Recent Employment

If you are not currently employed, please give details of your most recent employment. If you have just left education or have not been employed before then please leave this section blank.

Job Title:

Grade:

Salary:

Other allowances/benefits:

Date of Appointment:

Date employment ended:

(if applicable)

Notice period (if applicable):

Employer:

Address:

Postcode:

Tel no:

Status:

e.g. Part Time/ Full Time/ Casual/ Temp:

Responsible to:

Nature of business:

Brief description of duties:

Reason for leaving (if no longer employed):

Section 3.2 Previous Employment

Previous Employment (Please put your most recent employer first).

Name and Address of Employer	Job Title	Salary	Date From (dd/mm/yy)	Date To (dd/mm/yy)	Reason for Leaving

Please give reasons for any gaps between jobs, e.g. unemployment, study, childcare etc. (specify dates and reasons):

If you are successful will this be your only job? Yes No

If no, please state the weekly hours and nature of the additional work?

Section 3.3 Education and Qualifications

Type e.g. school, college, university, workplace	Qualifications gained (state level and grade)	Date

Section 3.4 Personal Development & Additional Learning

Learning & Development Activity/Course Details	Date

Section 3.5 Professional Membership

Relevant Institute/Body	Class of Membership e.g. Associate, Member, Student, Fellow etc.	Expiry Date	State if Examination

Section 3.7 Additional Information

Have you ever been disqualified from being a company director?

Yes No

Section 3.10 Personal Statement

Details of experience, knowledge, skills, abilities and other relevant information – please refer to the person specification/job profile for completing this section.

Returning your application

All Vacancies

Your completed application form should be **emailed** to: head@islamiyahschoolblackburn.com

Enquiries: 01254 6611259

The Recruitment Team
Tel:

Our school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be subject to satisfactory Enhanced DBS clearance and all pre-employment safeguarding checks and will need to include satisfactory references.