**JOB APPLICATION FORM**

The Job Specification and the notes for the guidance of applicants should be read carefully before completing the form. Please complete the form in black ink, ball point or typescript continuing on a separate sheet if necessary. Completed C.V.’s are not required and will not be considered.

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| **Application for Post of:**  |   | **Closing Date:**  |   |

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| **1. PERSONAL DETAILS (Block letters please)**  |  |
| Surname  |   | Initials  |   |
| DOB:  |  | NI No.  |   |
| Telephone Number  |   | Email Address  |   |
| Home Address  |      |  |

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| **2. SCHOOL, HIGHER EDUCATION, TEACHING AND ANY POST GRADUATE QUALIFICATIONS** (include GCSEs, A-levels and any other qualifications achieved) |  |
|  Place of Study (School, University, College, etc)  | Date From  | Date To  | F/T OR P/T  | Qualification With Grade, Class/ Division  | Subject Specialism(s)  | Age Range   |
|   |   |   |   |   |   |   |
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| **DATE OF QUALIFICATION / REGISTRATION** (Only if a qualified teacher) |  |
| Qualified Teacher Status  |   | DFE Registration number  |   |

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| **3. PROFESSIONAL CAREER - PRESENT place of work/education**  |
| Name of Organisation  |  |  |
| Address    Tel No  |  |   |
| Start date:  |
| Post and special responsibilities in present post (where appropriate)        |
| Reason for leaving (if applicable)    |

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| **4. Previous work/experience** |
| Post: Name  | Date From (ddmmyy)  | Date To (ddmmyy)  | FT or PT  | Main Responsibilities  | Reason for leaving  |
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| **5. PARTICULARS OF OTHER QUALIFICATIONS AND MAJOR COURSES YOU HAVE ATTENDED DURING THE LAST FIVE YEARS**  |
| Date  | Length of Course  | Details  | By Whom Organised  |
|    |   |      |   |

**6. Explanation of periods not already accounted for:**

If there are any gaps in your education/employment/training history please give dates (from – to) and reasons

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| **7. On a separate sheet, please supply supporting information under the following headings by referring to duties in the Job Description Responsibilities and criteria outlined in the Person Specification.**  |
|  Education, training, professional development and qualifications  Experience  Skills and abilities  Personal attributes  Special circumstances   |

**8.SAFEGUARDING/CHILD PROTECTION**

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| Al-Bashir Academy Limited is committed to providing a safe and secure environment for all children and young people who come into contact with our services. Policies concerned with the recruitment, selection and monitoring of employees positively reflect this commitment.  |
| Are you currently under any safeguarding/child protection investigation?  | YES or NO  |
| Have you ever been subject to disciplinary action in relation to safeguarding/child protection?   | YES or No  |
| If you have answered Yes to either of the above questions, please provide an explanation below, continuing on a separate sheet if necessary.      |
| Please complete the Rehabilitation of Offenders Document attached. Enhanced DBS checks (with a barred list check) are made and a copy retained for all applicants offered a post which require this level of check (s) as determined.  |

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| **9. REFEREES** The first referee must be from your current or most recent Employer OR university/college tutor.The second reference should be a previous employer or your university tutor or a line manager in your current position. |
| **REFEREE 1.**  | **REFEREE 2.**  |
| Name and position held  |   | Name and position held  |   |
| Address  |   | Address  |   |
|   |   |
|   |   |
| Tel. No.  |   | Tel. No.  |   |
| E-mail  |   | E-mail  |   |

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| **10. PLEASE STATE NAME OF PUBLICATION IN WHICH YOU** **SAW THE ADVERTISEMENT**  |   |

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| **11. PLEASE ADVISE OF** **EARLIEST START DATE**  |   |

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| **12. AVAILABILITY –** please state times when you are not available for interviews.  |   |

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| **13. WORK PERMITS –** do you require a work permit to work in this country? If yes, please provide details, including type of permit and expiry date | YES/NO   |

I HEREBY CERTIFY that I have read the notes on this form and that the questions have been accurately answered. I understand that providing false information may lead to withdrawal of offer of employment or immediate termination of employment.

If I am applying for a post requiring registration with the Disclosure & Barring Service and/or a Government Secure Intranet check, I give my permission for Al-Bashir Academy to contact the appropriate body/bodies and to supply relevant documents as required. I also give my permission for Al-Bashir Academy to retain copies of documents/certificates/Update information from the DBS in line with the DBS Code of Practice.

Please advise if you are registered for the DBS Update service.

Yes/No

(delete as appropriate)

If you are registered, please confirm the workforce you are registered for:

Child workforce

Adult workforce

Child and Adult workforce

Other workforce

(delete as appropriate)

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| **SIGNED**  |  | **DATED**  |   |

**NOTES:**

1. Receipt of this application will not normally be acknowledged.
2. Unless the applicant is invited for interview within six weeks of the closing date, it should be assumed that the application is not successful.
3. Closing dates will be strictly adhered to.

# This form should be returned to

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| --- |
| info@bhtuition.com |

**STRICTLY PRIVATE AND CONFIDENTIAL**

**REHABILITATION OF OFFENDERS ACT 1974**

Because of the nature of the work for which you are applying this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 in accordance with the Rehabilitation of Offenders Act 1974, (Exceptional) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 and as amended by The Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) England and Wales) Order 2013 (“the Order”).

Applicants are therefore not entitled to withhold information about certain cautions and 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 dismissal or other disciplinary action by the School. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

***\*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.***

Because of the sensitive nature of the duties the post holder will be expected to undertake, you are required to disclose details of all criminal records in line with “the Order”. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

If you have declared a criminal record and we believe this to have a bearing on the requirements of the post, we will discuss the matter with you at interview if you are shortlisted for the post. If we do not raise the record with you, it is because we have taken the view that it should not be taken into account in deciding your suitability for the post. If you have any concerns about filling in the declaration, please contact our Human Resources Department.

The information you provide will be kept confidential and in line with requirements of the Data Protection Act.

Please answer the following questions

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| Please print your full name (Block Capitals)  |   |

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| Have you been cautioned or convicted of a criminal offence \* ***see above***  | YES / NO  |
| If yes, please give full details  |       |  |

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| Have you used or do you currently use any other surname(s)  | YES / NO  |
| If YES, please state name(s)  |       |  |

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| Signed  |  |   | Dated  |   |
| Position For | Applied  |   |