

Assunnah Primary School

**565A High Road | London | N17 6SB**

**T:** 0208 350 0592 | **E:** Jobs@assunnahschool.co.uk |**W:** www.assunnahschool.co.uk

EMPLOYMENT APPLICATION FORM

***If completing by hand, PLEASE write in black using BLOCK CAPITALS***

|  |  |
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| **Post Details** |  |
| **Post Applied For** | Enter details here | **Type** **** | [ ]  Full Time [ ]  Part Time |
| [ ]  **Voluntary ** – Please tick preferred days ****: [ ]  Monday  [ ]  Tuesday [ ]  Wednesday [ ]  Thursday [ ]  Friday |

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| **Personal Details** |  |
| **T****itle** | Enter details here | **Current****Address** | Enter details here |
| **F****irst Name** | Enter details here |  |  |
| **Surname** | Enter details here | **Postcode** | Enter details here |
| **Date of Birth** | Enter details here | **Tel** | Enter details here |
| **National Ins.** | Enter details here | **Mobile** | Enter details here |
| **DfES No.** | Enter details here | **Email** | Enter details here |

*(If you are successful you will be required to provide relevant evidence of the above details prior to your appointment)*

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| **Residential Status** |  |
| *Please tick* **** *the most relevant statement:*[ ]  I am an EU citizen and **don’t require** a work permit [ ]  I am a non EU citizen and **require** a work permit |

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| **Next of Kin** |  |
| **Title** |  | **Full Name** | Enter details here | **Tel** | Enter details here | **Mobile** | Enter details here |

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| **Referees** |  |
| **Last | Most Recent Employer** | **Previous Employment** |
| **Title** |  | **Full Name** | Enter details here | **Title** |  | **Full Name** | Enter details here |
| **Position** | Enter details here | **Position** | Enter details here |
| **Organisation** | Enter details here | **Organisation** | Enter details here |
| **Address** | Enter details here | **Address** | Enter details here |
| **E****mail** | Enter details here | **Email** | Enter details here |
| **Telephone** | Enter details here | **Telephone** | Enter details here |

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| **Current | Last Employment** |  |
| **Employer’s Name** | Enter details here | **Type** | [ ]  Full Time [ ]  Part Time |
| **Employer’s****Address** | Enter details here | **Current Position** | Enter details here |
|  | Enter details here | **Previous Position(s)** | Enter details here |
| **Postcode** | Enter details here | **Date Started** | Enter details here |
| **Tel** | Enter details here | **Notice Period** | Enter details here |
| **Email** | Enter details here | **Employment Type** | [ ]  School [ ]  Business[ ]  Self Employed [ ]  Voluntary |
| **Web** | Enter details here |  |  |
| **Responsibilities | Achievements | Habits Formed | Attitudes Developed | Passion Acquired** |
| Enter details here |

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| **Employment History** |  **\*Type:** **FT-**Full-time | **PT-**Part-time | **V**-Voluntary |
| **Employer Details****Name | Address | Tel Number***(Most recent employment at the top)* | **From****To****MM/YY** | **Type\*** | **Position** | **Responsibilities | Achievements****Habits Formed | Attitudes Developed** **Passion Acquired** | **Reason for Leaving** |
| Enter details here | Enter details here |       | Enter details here | Enter details here | Enter details here |
| Enter details here | Enter details here |       | Enter details here | Enter details here | Enter details here |
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| **Teaching Qualifications** |  **\*Type:** **FT-**Full-time | **PT-**Part-time  |
| **Institution Details****Name | Address | Tel Number***(Most recent institution at the top)* | **From****To****MM/YY** | **Type\*** | **Course Title** | **Key Learning** **Key Skills Developed****Passions Developed** | **Grade** |
| Enter details here | Enter details here |       | Enter details here | Enter details here | Enter details here |
| Enter details here | Enter details here |       | Enter details here | Enter details here | Enter details here |
| Enter details here | Enter details here |       | Enter details here | Enter details here | Enter details here |

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| **Professional Training** |  |
| **Training Details** | **Level** | **Date (DD/MM/YY)** |
| Enter details here |       |       |
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| **Education and Qualifications** |  **\*Type:** **FT-**Full-time | **PT-**Part-time  |
| **Institution Details****Name | Address | Tel Number***(Most recent institution at the top)* | **From****To****MM/YY** | **Type\*** | **Course Title** | **Key Learning** **Key Skills Developed****Passions Developed** | **Grade** |
| Enter details here | Enter details here |       | Enter details here | Enter details here | Enter details here |
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| **Islamic Education** |  **\*Type:** **FT-**Full-time | **PT-**Part-time  |
| **Institution Details****Name | Address | Tel Number***(Most recent institution at the top)* | **From****To****DD/MM** | **Type\*** | **Course Title***(Include online courses)* | **Key Learning** **Key Skills Developed****Passions Developed** | **Grade** |
| Enter details here | Enter details here |       | Enter details here | Enter details here | Enter details here |
| Enter details here | Enter details here |       | Enter details here | Enter details here | Enter details here |

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| **Education and Employment Gaps** |  |
| **If there were gaps in your education and/or employment, please explain the reason(s) for this.** |
| Enter details here |

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| **Hobbies and Interests** |  |
| **Please tell us about your hobbies, interests and passions** |
| Enter details here |

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| **Personal Statement** |  |
| **Explain your reasons for applying for this post, what your aspirations are and what you consider your development needs to be in the short-, medium- and long-term. (250 words)** |
| Enter details here |
| **Describe your vision for education and students’ learning. (250 words)** |
| Enter details here |
| **In addition, please state how you will ensure that every child you teach succeeds beyond their dreams. (300 words)** |
| Enter details here |

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| **Personal Statement (continued)** |  |
| **You are advised that short-listing for interview will be undertaken with reference to the criteria given in the Person Specification only. It would be helpful if you could structure your statement to address all the criteria in the order given.** |
| Enter details here |

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| **Medical Status** |  |
| Successful applicants will be required to complete a confidential medical questionnaire and may be required to attend a medical examination prior to being appointed. Please give details of any sickness absence during the last two years: |
| **N****umber of day’s sickness absence in the last 2 years:** |       | **Please state number of occasions in the last 2 years:** |       |

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| **Additional Information - Disability** |  |
| **Do you have a disability as defined by the Equalities Act 2010** [ ]  |
| **If yes please give brief details to tell us if there is support which we can provide**  |
| Enter details here |
| **Have you ever been dismissed from employment for a reason other than redundancy?**[ ]   |
| **If YES please give reasons** |
| Enter details here |
| **Have you ever been suspended or subject to disciplinary action in any employment?** [ ]   |
| **If YES please give reasons** |
| Enter details here |

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| **Criminal Convictions** |  |
| * The Rehabilitation of Offenders 1974(Exceptions) (Amendment) Order 1986 does not apply to posts where there is access to children. This means that applicants for employment which involves working with children and young people must disclose any criminal record. This will include any spent convictions or sentences.
* Applicants should note that providing false information to obtain employment is a criminal offence.
* Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal.
* Assunnah Primary School is committed to safeguarding the welfare of our children. Enhanced Criminal Record Bureau Checks will be carried out on all successful applicants.
* If you answer yes to any of the questions belowyou will be expected to provide details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential'. If you are not short-listed the envelope will be securely destroyed.
* **Please note** that it is 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 the termination of your employment.
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| **Have you previously used, or do you currently use, any other surname(s)?** | [ ]  Yes[ ]  No | **If YES, state the other surname(s) you use(d):** | Enter details here |
| **Do you have any criminal records to declare? (this includes criminal convictions or police cautions spent or otherwise)**  | [ ]  Yes[ ]  No | **If YES, when did this take place?** | Enter details here |
| **Are there any current criminal proceedings against you? (This includes any cautions, bind-overs, police warnings or pending prosecutions.)**  | [ ]  Yes [ ]  No |

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| **Data Protection Act 1998** |  |
| * Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection.
* The information required is necessary for selection purposes and will be used by our school(s) for the selection and verification process in connection with any vacancy that arises.
* Your name and contact details will be held electronically together with recruitment process monitoring.
* Under the Data Protection Act 1998 you have the right of access to any electronically and/or manually held information. By signing the declaration at the end of the application form, you give permission for your details to be used in this way.
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| **Declarations** |  |
| [ ]  | **Safeguarding:** Assunnah Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
| [ ]  | All candidates applying for employment via email/online will be required to sign and date this form, if invited to attend interview. |
| [ ]  | I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution. |
| [ ]  | For online / electronically completed applications, by ticking this box and submitting your application, you agree to the terms of the declaration above |
| **Signed** |  | **Date** | 6 February 2015 |

***Please Note***

*Candidates selected for interview will normally be notified within three weeks of the application date. Unfortunately applicants who do not hear from Assunnah Primary School must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.*

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| **Equal Opportunities** |  |
| Please note: This information is confidential and does not form part of your application and will not be taken into account when making any decisions about the appointment.To which of these ethnic groups do you consider you belong? *(Please tick* ****** *the most relevant)*  |
| [ ]  White[ ]  Mixed [ ]  Asian or Asian British[ ]  Black or Black British[ ]  Chinese[ ]  Other Ethnic Minority | [ ]  British [ ]  White & Black Caribbean[ ]  White & Asian [ ]  Indian[ ]  Bangladeshi[ ]  Caribbean [ ]  Chinese | [ ]  Irish[ ]  Any Other White Background[ ]  White & Black African[ ]  Any Other Mixed Background[ ]  Pakistani[ ]  Any Other Asian Background[ ]  African[ ]  Any Other Black Background[ ]  Far East Asian[ ]  Other |
| (**NB:** This is not a question about your nationality or place of birth, but your ethnic origins. These ethnic origin categories are taken from the 2001 census circulated by the Office for National Statistics) |
| **Gender Male Female**  | [ ]  Male[ ]  Female | **Do you consider yourself to be disabled?** | [ ]  Yes [ ]  No |
| **Age Group?** | [ ]  16-25 [ ]  26-35[ ]  36-45 [ ]  46-55[ ]  56-65 [ ]  66-70[ ]  Over 70 | **If YES, please give details:** | Enter details here |
| **Where did you see the job advertised?** | Enter details here |  |  |

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| **Guidance Notes** |  |
| **Please read these notes carefully as they have been written to help you make the best of your application.****General*** The decision to short list you for an interview will be based solely on the information you provide on the application form. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.
* Always complete your application form in black ink or type, and keep a photocopy of your completed application form before returning it to the School. You may find it helpful to do a rough draft first.
* The person specification describes the essential knowledge, experience / professional qualifications which you will need in order to do the job as described in the job description. You need to demonstrate that you have these skills and that you understand and are committed to equality and diversity.

**Personal Details*** Complete this section fully and clearly. If you do not know your National insurance Number you can obtain it from your local Benefits Agency office. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK. Verification of identity is required before confirmation of appointment.

**Present or most recent employment*** It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, addresses and other requested details.

**References*** For all School based employees, your referees will be contacted prior to interview under the DCSF safeguarding children and safer recruitment. Your first referee should be your current or most recent employer. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from your most recent previous employer where you were working with children.

**Previous employment*** Include here any relevant work experience, including part time or work undertaken on a voluntary basis in this section, starting with your most recent experience. Ensure you put in full details of dates, names and addresses and your job title. You will need to explain any gaps in your employment.

**Education, Qualifications and Training*** Ensure that you give all the information requested. Proof of qualification is required before the appointment is confirmed.

**Personal Statement*** This is an important part of the application form and is your opportunity to explain how you meet the person speciation for the post. You should demonstrate your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement. If you do not complete this section of the form you will not be considered for short listing. CVs will not be accepted.

**Additional Information – Disability*** If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made.

**Disclosure of a criminal record*** All positions within the School will be exempt from the Rehabilitation of Offenders Act 1974. You must declare all cautions and convictions including those that are ’spent’, and you will be subject to an Enhanced Criminal Records Bureau check if you are successful. You must provide details of any conviction(s) or offence(s) in a sealed envelope marked private and confidential with your application form.
* If you do have a spent conviction this will not automatically disqualify you from employment. Assunnah Primary School operates a Disclosure procedure in line with CRB guidelines. If you are successfully selected for a position within the School you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. All School based posts will require an Enhanced Disclosure
* In the event of a successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a senior member of staff. As a minimum, the following will have been taken into account:
* Whether the conviction or information was disclosed during the application stage;
* Whether the conviction or information revealed is relevant to the job;
* How long ago the offence(s) took place;
* The candidate’s age at the time of the offence(s);
* The number and pattern of offences;
* Any other relevant circumstances
* No decision will be made until your explanation and the above issues have been considered.
* If you believe the disclosure information Is inaccurate you would need to contact the CRB.
* All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. The disclosure forms are not kept on personal files.

**Equal opportunities Monitoring Form**All job applicants are expected to complete the monitoring details of the form to assist us in complying with statutory requirements. **Completion and Submission**Before you send in your completed form, please read through it to ensure all sections of the application have been fully completed and you have addressed all the criteria in the Person Specification. |