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| FOR SCHOOL USE | | |
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| Candidate No: | | |
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AIRidha Arabic School

Application for post of:

Teacher

Volunteer

Administration

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Personal Details - Please use black ink and write clearly.

| | |
|----------------------------|--------------------------|
| Full Name (BLOCK letters): | Title: |
| Home Address: | Email Address: |
| | Telephone Number (home): |
| Telephone Number (mobile): | Telephone Number (work): |

Employment History

Please give details of all relevant positions you have held. Start with your most recent position

| Employer Details | Position and type of work | Dates of Employment | |
|------------------|---------------------------|---------------------|----|
| | | From | To |
| | | | |

Education

| Name of secondary school(s) attended | Examinations taken, results obtained, scholarships and other distinctions | Dates of Employment | |
|--------------------------------------|---|---------------------|----|
| | | From | To |
| | | | |

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Professional and Vocational Qualifications

Technical, Professional or Occupational training to include relevant training, apprenticeships, articles, evening, full-time day and day release courses, correspondence courses, company courses.

| Type of Training | Subjects/Skills | College, Firm, Institute | Qualifications Gained and Date |
|------------------|-----------------|--------------------------|--------------------------------|
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Declaration

I declare that all information provided by me as part of this application is true and complete to the best of my knowledge and belief. I understand that either withholding or giving false information will disqualify my application, or, if discovered after appointment, may be regarded as grounds for dismissal.

I understand that, if offered this post, the appointment will be subject to a CRB Enhanced Disclosure, and possibly medical clearances and employment references.

| | |
|-------------------------|-------|
| Signature of Applicant: | Date: |
|-------------------------|-------|

For Internal Use Only:

CONFIDENTIAL DISCLOSURE

AlRidha Arabic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share that commitment.

All applicants who are offered employment will be subject to an Enhanced Disclosure check from the Criminal Records Bureau before their appointment is confirmed.

As the job for which you are applying involves substantial opportunity of access to children it is exempted from the Rehabilitation of Offenders Act 1974. You are, therefore, required to declare any current or spent convictions, cautions, reprimands, bind-overs or warnings you may have had, regardless of how long ago.

The disclosure of a current or spent conviction, caution, reprimand or warning does not necessarily mean that your application will not be progressed or that an offer of employment cannot be confirmed. The main consideration should be whether the nature or timing of the offence makes you unsuitable for work within an education environment.

| | | | | |
|---|-----|--|----|--|
| Have you ever been charged with, or summoned for, any offence? | Yes | | No | |
| Has the Secretary of State for Education or the Secretary of State for Health ever issued you with a personal warning or caused your name to be included on List 99 which names those who are unsuitable to work with children? | Yes | | No | |
| Are you subject to sanctions imposed by a regulatory body, eg the General Teaching Council (GTC) | Yes | | No | |

I understand that either withholding or giving false information will disqualify my application, or, if discovered after appointment, may be regarded as grounds for dismissal.

Please choose one of the following statements:

I confirm that I have nothing to declare / I enclose a confidential statement.

| | |
|-------------------------------|--|
| Signature: | |
| Name (BLOCK Capitals): | |
| Date: | |

Data Protection Act 1998:

The personal information submitted by you on this application form and in any accompanying documents will be used by persons the governing body delegates responsibility to and any other person it appoints to assist, for the purpose of appointing to the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process.

The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend the school against a legal challenge to the fairness of the selection process from any interested party. For these reasons, the information you submit will be kept for 6 months if you are not short-listed and 2 years if you are. The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some

of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc.

I have read the above statement and consent to the personal data submitted with this job application being used for the purposes described. This School/LEA is under a duty to protect the public funds it administers and may use the information you have provided on this form within the School/LEA for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Please sign the statement below indicating your consent to the information being held, used and verified as described above.

If you decline to give your consent as requested above the School/LEA will be unable to consider your application for employment.

I declare that to the best of my knowledge all parts of this form, attachments and additional sheets provided by me have been completed fully and are accurate. If I am appointed to the post I understand that any major omission or inaccurate information relevant to my application could lead to the withdrawal of an offer of employment or even dismissal.

| |
|--------------------------------|
| SIGNATURE: _____ |
| Date: |