



APPLICATION FORM: SUPPORT POSTS

Thank you for applying for a position within The Al-Madinah School.

Please ensure you complete all sections of this form accurately and in full, as it forms the initial stage of our selection process.

The form can be completed using typeface or black ink. Where handwritten, you are requested to use block capitals or printing.

Please do not submit a Curriculum Vitae (CV) in place of this application form, as it will not be considered.

Your application form will be acknowledged by email within five (5) days of receipt: please ensure you provide a current email address (below) to ensure we can notify you.

NAME:	
POSITION APPLYING FOR: (delete as applicable)	
CONTACT EMAIL ADDRESS: (for all correspondence relating to your application)	



SECTION 1: PERSONAL DETAILS

Surname/Family Name		Forenames		
Previous Surname/Family Name (if applicable)		Title		
Correspondence Address				
		Postcode		
Telephone & Email Contact	Work		Mobile	
	Home		Email address	
National Insurance No.				

SECTION 2: CURRENT OR MOST RECENT EMPLOYER

Employer Name					
Address					
			Postcode		
Job Title		Start Date to Organisation		Start date to current post (if different)	
Current Salary (per annum)		Hours Worked Per Week		Notice required/ leaving date (as applicable)	
Reason for Leaving (if not current employer)					
Brief description of key duties					



SECTION 3: EMPLOYMENT HISTORY

Please provide your complete employment history, covering paid, unpaid and voluntary work, starting with your most recent employment. You must also provide explanations for any gaps in your employment history since leaving secondary education.

We reserve the right to approach any previous employer/organisation listed in this section to confirm the details you have supplied.

Please use the continuation sheet, if required.

Position Held			
Date From		Date To	
Employer Name			
Employer Address			
		Postcode	
Reason for Leaving			
Brief summary of main role & responsibilities			

Position Held			
Date From		Date To	
Employer Name			
Employer Address			
		Postcode	
Reason for Leaving			
Brief summary of main role & responsibilities			

Position Held			
Date From		Date To	
Employer Name			
Employer Address			
		Postcode	
Reason for Leaving			
Brief summary of main role & responsibilities			



SECTION 3: EMPLOYMENT HISTORY continuation sheet if required:

Position Held			
Date From		Date To	
Employer Name			
Employer Address			
		Postcode	
Reason for Leaving			
Brief summary of main role & responsibilities			

Position Held			
Date From		Date To	
Employer Name			
Employer Address			
		Postcode	
Reason for Leaving			
Brief summary of main role & responsibilities			

Position Held			
Date From		Date To	
Employer Name			
Employer Address			
		Postcode	
Reason for Leaving			
Brief summary of main role & responsibilities			



SECTION 5: OTHER RELEVANT EXPERIENCE

Please give details of any other experience (e.g. public duties, voluntary work, family care, study, etc.) that you deem would be relevant to this post.

Dates

From

To

SECTION 6: MEMBERSHIP OF PROFESSIONAL BODIES

Name of Professional Body

Level of membership

Membership Number

Name of Professional Body

Level of membership

Membership Number

SECTION 7: RIGHT TO WORK IN THE UK

The Al Madinah School is subject to legal duty under the Immigration, Asylum and Nationality Act 2006 to ensure that anyone to whom it offers employment has the right to work in the UK.

Please be advised you will be required to present original and valid documentary evidence of your right to remain in the UK and your eligibility to work in the UK at your interview. Details of the documentation required will be provided in advance of your interview.

Are you eligible to work in the UK?

YES/NO (please delete as applicable)

Do you need a work permit to work in the UK?

YES/NO (please delete as applicable)

If yes, please provide the date your current permit expires



Al-Madinah

Educating and Inspiring

SECTION 8: INFORMATION IN SUPPORT OF YOUR APPLICATION

Please use this section to illustrate how you meet the criteria for this role, as set out in the person specification. You are encouraged to consider all your experience, knowledge, skills and abilities, whether gained through paid, unpaid, voluntary work and/or life experience. Please remember that this section is an opportunity for you to evidence why you are suitable for this post. Please do not submit a CV in its place.

You are required to keep your response to a maximum of 3 sides of A4. If you would prefer, you can write your supporting statement on a separate document and attach it to the application form. Please ensure you have clearly stated your name and the position you are applying for on each separate sheet of paper used.



SECTION 9: REFERENCES

Please provide details of two referees who can be contacted regarding your suitability for this post. One of the referees must be your current or most recent employer. The other should be able to comment in depth on your personal qualities and attributes. If you have not previously been employed, a Head Teacher, College Lecturer or other person who is able to comment on your educational background and/or personal qualities will be acceptable.

Friends and relatives are **NOT** acceptable referees.

We would look to take up references before interview, unless you stipulate otherwise.

REFERENCE ONE:

Name of Referee:	
Organisation Name (if applicable)	
Contact Address including postcode	
Telephone Contact Number	
Email Address	
Capacity in which you are known to this referee	
Length of time you have been known to this referee	
May we contact this referee prior to interview? (please delete as applicable)	

REFERENCE TWO:

Name of Referee:	
Organisation Name (if applicable)	
Contact Address including postcode	
Telephone Contact Number	
Email Address	
Capacity in which you are known to this referee	
Length of time you have been known to this referee	
May we contact this referee prior to interview? (please delete as applicable)	



SECTION 10: DISCLOSURE OF CRIMINAL BACKGROUND

This appointment is exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced DBS check in accordance with the requirements of the Disclosure and Barring Service (DBS) and the Police Act 1997. You must declare all convictions (including convictions with Absolute Discharge), cautions or bind-overs you may have, even if they would otherwise be regarded as 'Spent' under this Act.

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 <https://www.gov.uk/government/publications/dbs-filtering-guidance>.

In the event of employment, failure to disclose an 'unprotected' conviction, caution or bind-over could result in dismissal or disciplinary action by the School.

- 1) Do you have any cautions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

If YES, please provide details, including dates, in the box below:

- 2) Do you have any convictions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

If YES, please provide details, including dates, in the box below:

- 3) Are you at present the subject of a criminal charge?

If YES, please provide details, including dates, in the box below:



SECTION 11: GENERAL DETAILS

A) RELATIONSHIPS:

You are required to declare any relationships with or to any employee, Trust Board or Governing Body member of the Al Madinah School.

Please state the name, position and your relationship to the person below (if applicable):

B) INTERVIEW AVAILABILITY

Please give details of any dates when you will not be available for interview. If you are not available for interview on a specific date, please be advised that we cannot guarantee being able to offer you an alternative date.

C) SPECIAL REQUIREMENTS:

The Al Madinah School is an equal opportunities employer. We therefore seek to ensure equal access to our facilities for all candidates.

If invited to interview, please advise of any special requirements that we need to know about to ensure you can fully participate in the recruitment process (e.g. access, hearing loop, etc.)? Please be assured this information will only be used to enable a fair selection process and will not be used to discount any applicants.

D) ADVERTISING:

As part of our recruitment process, we would like to understand which advertising routes were most successful, so we can continue to manage our attraction effectively.

Please detail where you heard about or saw this vacancy:



SECTION 12: DATA PROTECTION ACT

The provisions of the Data Protection Act 1998 preclude The Al-Madinah School, Derby, from retaining and using such confidential information as you have provided, without your consent, apart from the purposes for which it was provided. The personal information collected on this form will be processed on computer to manage your application.

The retention of your application and the associated documents is for specific employment consideration at the time of your application and will not be disclosed to any third party by us. In any event, the form and any accompanying recruitment documentation containing personal information about you will be destroyed within six months, should you not become an employee of The Al-Madinah School.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and personnel administration. It will not ordinarily be disclosed to anyone outside the school without first seeking your permission. You can contact our school about your legal rights regarding personal information or you can contact the Information Commissioner whose website is www.informationcommissioner.gov.uk

SECTION 13: DECLARATION

I confirm that the information provided by me and submitted on this application form is true, complete and correct and I authorise The Al-Madinah School to contact any current or former employer at the appropriate stage of the recruitment process to confirm the details provided.

I understand that canvassing (seeking support from) a Head teacher/Trust Board member/employee of the school in connection with my application or knowingly not stating a relationship with someone from the school (as at Section 11 a) will disqualify me.

In accordance with the Immigration, Asylum and Nationality Act 2006, I am entitled to work in the UK. If invited to interview, I shall produce original documentation as you shall request to evidence my right to work.

I also agree to the information contained in this application being processed under the Data Protection Act, 1998, for the purposes specified in Section 12 of this form, for statutory returns and in relation to forming any contract of employment.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue, or inaccurate, then the school shall be entitled to withdraw any offer of appointment or terminate any contract of employment.

Signature		Date	
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If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your application form.

Please return your completed application form to arrive by the closing date and addressed to:

Application Form FAO: Miss. J Stephenson
Headteacher
The Al-Madinah School
Midland House
Nelson Street
DERBY
DE1 2SA

Alternatively, applications can be submitted electronically to: alexmaher@almdinahschool.co.uk

Please mark the subject heading 'application' followed by the name of the post for which you have applied.