**Tayyibah Girls School**

88 Filey Avenue, London, N16 6JJ

Headteacher: Mrs S Ravat

Telephone: 020 8880 0085

email: [apatel@tayyibah.org.uk](mailto:apatel@tayyibah.org.uk)

**Your guide to completing the form**

**Before you begin:**

Read the advertisement and any additional supporting information provided, including:

* The job description, which lists the tasks you will be expected to carry out and describes how the job fits in with other employees.
* The person specification, which details the experience, skills and abilities needed for the role. It is vital that your application demonstrates how you met these requirements.

In order to improve your chances of being selected, use specific examples from your experience and relate them to the person specification, job description and any other information provided. It is in your interest to complete the form in such a way as to maximise your chances of being selected.

**Supporting statement:**

Please complete this in the section ‘Your Supporting Statement’ on page 6. Remember to relate your skills, knowledge and experience to the job description and person specification when completing this section.

**Important notes:**

* If you want to **complete the form electronically** and email it to us:

1. You can type into the form, and can return the completed version to us via email.
2. You will not be able to sign the form on page 8. By e-mailing the form to us, you declare that the information on this form, and your answers to the section on the Rehabilitation of Offenders Act 1974, are true and accurate. Email is taken as substitute for your signature.

* If you want to **print the form** and send it via post:

1. Complete the form in black ink and ensure that it is legible.
2. Do not write outside the lines.
3. Ensure that you have read and understood the declaration on page 8, and that you have signed and dated your completed application form before returning it.

* If you are applying for a position as job share, please state on your application form why you wish to job share and how you think the job share will work. If you are applying for a job share post with a partner, please ensure you state that person’s name.
* You may find it useful to take a copy of your completed application form for your own personal records.

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**Application Form for Non-Teaching Appointments**

**Post:** Click here to enter text.

1. **Personal details** (BLOCK CAPITALS)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: **Click here to enter text.** | Surname: Click here to enter text. | | | |
| First name/s: Click here to enter text. | | | Date of birth: **Click here to enter text.** | |
| Previous surname if relevant: **Click here to enter text.** | | | | |
| Address: **Click here to enter text.** | | | | |
| Town or City: **Click here to enter text.** | | | Post code: **Click here to enter text.** | |
| Telephone No. (home): **Click here to enter text.** | | e-mail (home): **Click here to enter text.** | | |
| Telephone No (work): **Click here to enter text.** | | e-mail (work): **Click here to enter text.** | | |
| Telephone No. (mobile): **Click here to enter text.** | | National Insurance No: **Click here to enter text.** | | |
| Do you require a work permit to work in the UK? | | | | YES / NO |
| If yes and applicable, when does your permit expire? (month, year) | | | | **Click here to enter text.** |

1. **Education and Training**

|  |  |  |  |
| --- | --- | --- | --- |
| Please give details of all academic and/or vocational qualifications you have obtained which are relevant to this post | | | |
| **Name of establishment or awarding body** | **Subject** | **Qualification level** | **Date awarded** |
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**Please continue on a separate sheet if necessary**

1. **Employment History**

|  |
| --- |
| Name and address of current employer: **Click here to enter text.** |
| Postcode: **Click here to enter text.**  **Click here to enter text.** |
| Position held: **Click here to enter text.** |
| Dates from/to: **Click here to enter text.** |
| Key roles and achievements: **Click here to enter text.** |
| Reason for leaving: **Click here to enter text.** |

1. **Previous employment experience**

**(Please start with most recent and continue on a separate sheet if necessary)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please provide a full history in chronological order of all occupations, periods of training and voluntary work carried out since leaving secondary education. Please include details of what you were doing if not employed or in education/training.** | | | | |
| **Name and full address of organisation inc. telephone number** | **Occupation/Education** | **Start date** | **End date** | **Reason for leaving** |
|  |  |  |  |  |
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1. **Gaps in Employment**

Please give details of any gaps in employment since leaving full-time education

|  |  |  |
| --- | --- | --- |
| **Start date (mm / yy)** | **Finish date (mm / yy)** | **Reason** |
|  |  |  |
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1. **Your supporting statement**

|  |
| --- |
| As part of your application you are requested to set out relevant information in support of your application. Use this section to set out your reasons for applying for this post and show how your qualifications, experience, skill and qualities support your application. (Continue on separate sheets as required)  Click here to enter text. |

1. **References**

Please give the names of two people from whom confidential references may be obtained. They should have knowledge of your professional capacity and one must be your most recent employer. Your referees will be contacted if you are called for interview.

|  |  |
| --- | --- |
| Referee: **Click here to enter text.** | Referee: **Click here to enter text.** |
| Position: **Click here to enter text.** | Position: **Click here to enter text.** |
| Employer/School name: **Click here to enter text.** | Employer/School name: **Click here to enter text.** |
| Address: **Click here to enter text.** | Address: **Click here to enter text.** |
| Post Code: **Click here to enter text.** | Post Code: **Click here to enter text.** |
| Tel No: **Click here to enter text.** | Tel No: **Click here to enter text.** |
| E-mail: **Click here to enter text.** | E-mail: **Click here to enter text.** |
| Professional relationship: **Click here to enter text.** | Professional relationship: **Click here to enter text.** |
| Period known (years): **Click here to enter text.** | Period known (years): **Click here to enter text.** |

**Disability**

|  |  |
| --- | --- |
| Do you consider yourself to have a disability? | YES/NO |
| If yes, please give details if you are aware of any equipment or adaptations that will assist you:  ***Click here to enter text.*** | |
| Please give details if you will require any assistance if called for interview.  ***Click here to enter text.*** | |

**Disclosure of relationship**

|  |  |
| --- | --- |
| Are you related to, or have you a close personal relationship with any member of staff, or member of the governing board of Tayyibah Girls School. | YES / NO |
| If yes, please provide details:  ***Click here to enter text.*** | |

1. **Protection of children**

Disclosure of any criminal background is required. Because of the nature of the work, teaching in the UK is exempt for the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, and therefore applicants are not entitled to withhold information about convictions which for other purposes are spent under the provisions of the Act. Offers of employment will also be dependent on completion of a satisfactory police check. Disclosure of a criminal background will not necessarily bar you from any appointment.

|  |  |  |
| --- | --- | --- |
| Have you ever been convicted of a criminal offence? | | YES / NO |
| If yes, please give details: **Click here to enter text.** | | |
| Date: **Click here to enter text.** | Offence: **Click here to enter text.** | |
| Sentence: **Click here to enter text.** | | |
| Please give details of your police check with the Disclosure and Barring Service: | | |
| Police check date: **Click here to enter text.** | DBS Number: **Click here to enter text.** | |

1. **Data Protection**

Under the terms of the Data Protection Act 1998, the information you provide on this form will only be used by Tayyibah Girls School for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personal management purposes.

For any position that you apply for, if unsuccessful, this information may be retained on file for 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud, or shared with other bodies administering public funds solely for this purpose.

1. **To be signed by all applicants**

I confirm that, to the best of my knowledge, the information contained on this form is true and correct. I am in possession of the certificates which I claim to hold, and understand that wilful falsification may result in dismissal if I am appointed. I understand that any offer of employment will be subject to satisfactory medical and police checks.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Recruitment monitoring**

Tayyibah Girls School is committed to Equal Opportunities. The aim of its policy is to ensure that no job applicant or employee is treated unfairly on the grounds of age, colour, national origins, nationality, race, disability, family commitments, gender, marital status, membership or otherwise of a trade union, religion or sexual orientation.

Without accurate data on the composition of our workforce and on job applicants we are unable to monitor the effectiveness of our policies and procedures. Therefore we ask for your co-operation in completing the monitoring section of this form. This information will be used for statistical purposes only and will not be reproduced in a way that enables individuals to be identified. All information supplied by applicants is treated in the strictest confidence.

Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Gender:** Male / Female / Prefer not to say

**Ethnic group**

|  |  |  |  |
| --- | --- | --- | --- |
| **Asian or Asian British** | | **Black or Black British** | |
|  | Bangladeshi |  | African |
|  | Indian |  | Caribbean |
|  | Pakistani |  | Black other *(please write in)* |
|  | Asian Other *(please write in)* |  |  |
|  | |  | |
| **Mixed** | | **White** | |
|  | White and Asian |  | British (English, Welsh, Scottish) |
|  | White and Black African |  | Irish |
|  | White and Black Caribbean |  | European |
|  | Mixed other *(please write in)* |  | White Other |
|  | |  | |
| **Chinese or other ethnic group** | | **Prefer not to say** | |
|  | Chinese |  | Please tick |
|  | Other *(please write in)* |  |  |

**Age**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16 - 17 |  | 18 - 21 |  | 22 - 30 |  | 31 - 40 |  | 41 - 50 |  |
|  |  |  |  |  |  |  |  |  |  |
| 51 - 60 |  | 61 - 65 |  | 66 - 70 |  | 71+ |  | Prefer not to say |  |

**Disability**

The Equality Act 2010 defines a disability as ‘a physical or mental impairment, which has a substantial and long-term adverse effect of a person’s ability to carry out normal day to day activities’. An effect is long-term if it has lasted, or is likely to last, more than 12 months.

I do consider myself to have a disability

I do not consider myself to have a disability

I used to have a disability but have now recovered

Don’t know

Prefer not to say