



# AI-KHAIR SCHOOL TEACHING STAFF APPLICATION FORM

Post: .....

Closing date: .....

Please return to: Headteacher  
Al-Khair School,  
109-117 Cherry Orchard Road  
Croydon, Surrey CR0 6BE

## PERSONAL DETAILS

Title: ..... Surname: ..... First Name: .....

If you have been known at any stage by a different name, (including by your maiden name) please give details:

.....

Address: .....

.....

Post Code: ..... e-mail:.....

Tel. No. (Home) ..... Tel. No. (Business) .....

Date of Birth: ..... Do you hold a full UK driving licence? YES/NO

Date of recognition as qualified teacher by the Department for Children, Schools and Families: .....

Do you have Qualified Teacher Status: YES/NO

Are you an Overseas Trained Teacher? YES/NO

Are you registered with the General Teaching Council: YES/NO

DCSF Number ..... N.I. No. ....

Have you successfully completed a period of induction? YES/NO

With which authority? .....

Do you have the right to work in the UK? YES/NO

Are you a British citizen or a national of the European Economic Area or Switzerland? YES/NO

If no, please give details of your right to work in the U.K. below:-



Do you suffer or have you suffered from a major illness/industrial injury? YES/NO

If yes, please specify:

Please state the number of days you have been absent from work due to sickness in the past 12 months:

.....

How many episodes of absence does this represent?

.....

Is this your usual level of sickness?

.....

Please give dates on which you will not be available for interviews, e.g. holidays:

**CURRENT EMPLOYMENT**

Name of establishment: .....

Employer: .....

Type of school: ..... Number on roll: .....

Post Held: .....

Date appointed: .....

Total annual salary: .....

Grade or allowance: ..... Full / Part-Time .....

**PREVIOUS EMPLOYMENT DETAILS**

Please give details of all employment in date order starting with the most recent. Identify clearly, with dates and an explanation, any gaps in your employment record going all the way back to your date of leaving secondary education. (use a separate sheet if necessary)

Name and address of employer	Position held (and allowance if applicable)	Age range taught (if applicable)	From (date)	To (date)	Reason for leaving



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### REFEREES

You are required to give the names of two referees. The first must be your present or most recent employer and the second should also be a professional referee. If you are not currently working with children but have done so in the past, you must provide this employer as one of your referees. Please note references will be taken up before interview.

1.

NAME: .....

POSITION: .....

ADDRESS: .....

.....

.....

TELEPHONE: .....

FAX: .....

E-MAIL: .....

2.

NAME: .....

POSITION: .....

ADDRESS: .....

.....

.....

TELEPHONE: .....

FAX: .....

E-MAIL: .....





**IN-SERVICE TRAINING**

Please give details of courses relevant to this post attended within the last three years:

Course Title	Date

**LEISURE ACTIVITIES/OUTSIDE INTERESTS:** You are invited to use this space to tell us more about yourself.

**INFORMATION FOR MONITORING**

All applicants are asked to complete this section; the information will assist the school in its equal opportunities policy.

**1. ETHNICITY**

ASIAN	BLACK	WHITE
01 Bangladeshi	06 African	09 Irish
02 Chinese	07 Caribbean	10 UK
03 Indian	08 Other	11 Other
04 Pakistani	(please specify)	(please specify)
05 Other (please specify)		

**2. GENDER**

MALE  FEMALE

**3. DISABLED**

YES  NO

**REGISTERED**

YES  NO

Number: .....

Expiry Date: .....

Al-Khair School has a strong commitment to equal opportunities and values diversity amongst members of staff and applicants for employment. It aims to ensure that individuals are treated equally and fairly. Al-Khair School and its staff will not therefore discriminate, directly or indirectly, (except insofar as the law may allow) on the grounds of:

Culture (including race and skin colour), ethnic or national origin, nationality (including citizenship), age, gender, sexual orientation, disability, HIV status, social class, marital status, membership of a trade union, or religion.



It is the responsibility of the Governing Body and every member of staff to ensure the application of this policy. The success of the policy depends on the contribution made by everyone, in their own behaviour, in discouraging discrimination, bullying, harassment and victimisation by colleagues and in encouraging good practice.

Al-Khair School will not tolerate acts which breach these principles and all instances of such behaviour or alleged behaviour will be taken seriously and fully and promptly investigated. Action by any member of staff that is deemed to be unacceptable renders that person liable to disciplinary action, which may lead to dismissal.

### **REHABILITATION OF OFFENDERS ACT 1974 (Exceptions) (Amendment) Order 1986**

Al-Khair School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This Act requires applicants for employment concerned with the provision to persons under age 18 of schooling, supervision, training or recreational facilities which allows access to children and young people, to disclose ALL their previous criminal convictions, including "spent" convictions, bind-over orders and cautions as defined within the Act. Any offer of employment will be subject to clearance, satisfactory to the governors of Al-Khair School, that you are suitable for employment within the category of the post applied for.

Please indicate YES or NO to the following questions in the boxes provided.

Have you ever been disqualified from working with any vulnerable people, including children? Yes  No

If YES, please give details on a separate sheet.

Are you subject to sanctions imposed by a regulatory body e.g. the GTC? Yes  No

Have you ever been convicted of a criminal offence? Yes  No

If YES, please give details (including sentence(s) and dates) in a sealed envelope marked confidential.

Do you have a conviction or caution or actions pending? Yes  No

If YES, please give details on a separate sheet and put in a sealed envelope marked confidential.

Do you have a Criminal Records Bureau – Enhanced Disclosure Certificate? Yes  No

If YES, please enclose a copy with your completed application.

Are you aware of any matter, current or pending, which may affect the List 99 or Criminal Records Bureau check in the near future? Yes  No

Are you on List 99? Yes  No



**Declaration**

I hereby declare that the answers to the above questions are true and I consent to the disclosure of any police record relating to criminal convictions, including spent convictions, bindover orders and cautions.

Signed:..... Date: .....

**CANVASSING OF GOVERNORS AND SENIOR MANAGERS**

Candidates must not canvass Governors, Senior Managers or other school staff involved in the recruitment process in order to gain advantage.

If you are related to or the partner of a Governor or a member of staff, please give details below:

Name: .....

Position Held: .....

**IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

As an employer, Al-Khair School has a responsibility to prevent illegal migrant working in the UK under the Immigration, Asylum and Nationality Act 2006. As a result any offer of employment will be subject to satisfactory documentary evidence of your entitlement to work in the UK in the type of work in question.

Please do NOT provide any documentation with your application form.

**DECLARATION**

I declare that the information given on this form is true and correct and I understand that any omissions or false statements on this form may lead to dismissal without notice and possible referral to the police. Please note also that providing false information is an offence.

The information on this form may be processed in accordance with the Data Protection Act 1998.

Signature: .....Date: .....

**LETTER OF APPLICATION**

**You are asked to submit a separate letter of application on white A4 paper, indicating how previous or current responsibilities and experience are particularly relevant to this post.**