

ISLAMIC CULTURAL & EDUCATIONAL ASSOCIATION

(Reg charity no, 1058664)

APPLICATION FOR EMPLOYMENT (Confidential)

Job Title:	Post Ref:	
To be returned to: 101 Thornbury Road, Thornbury, Bradford, West Yorkshire, BD3 8SA		
Telephone No:	Closing date:	

IMPORTANT NOTE

Please read the following notes before completing the form,

Please:

- Read ALL enclosed additional information,
- Complete the form using black/dark blue ink or type for photocopying purposes
- Give all the information you can about yourself.

Your full Name and Address (please print in block capitals):	Telephone no where you can be Contacted Day: Evening:
	How do you wish to be addressed In correspondence? MR/MRS/MISS/MS or OTHER (Please state):
	National Insurance No:
	Date of Birth:

EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you may be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

EDUCATION AND QUALIFICATION DETAILS	RESULTS/ GRADES OBTAINED	WHERE OBTAINED	HOW OBTAINED (FULL TIME) (PART TIME) (CORRESPON)	DATE FROM	DATE TO

PROFESSIONAL QUALIFICATIONS/MEMBERSHIP

QUALIFICATION/PROFESSIONAL BODY	LEVEL	DATE ATTAINED	CURRENT MEMBERSHIP STATUS

TRAINING AND DEVELOPMENT

List all relevant training courses undertaken including practical, in-house, commercial and special training courses. Include any apprenticeships, training schemes, evening classes and adult education.

COURSE AND TRAINING DETAILS	RESULTS/ GRADES OBTAINED	WHERE OBTAINED	HOW OBTAINED (FULL TIME) (PART TIME) (RESIDENTIAL)	DATE FROM	DATE TO

Do you have a current driving licence? Car M/C HGV class Others:

LANGUAGE SKILLS

Which languages other than English do you speak and/or write? (please tick if fluent)

.....	Speak <input type="checkbox"/>	Write <input type="checkbox"/>	Speak <input type="checkbox"/>	Write <input type="checkbox"/>
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Please indicate whether you use Sign Language Indicate B.S.L. level

EMPLOYMENT HISTORY CURRENT (most recent) EMPLOYMENT

EMPLOYER'S NAME AND ADDRESS	POSITION HELD	DATE		REASON FOR WISHING TO LEAVE
		FROM	TO	
Tel No	Salary/Wage	No Hrs worked		
Brief note of Duties and Responsibilities:				
Length of Notice?				

REHABILITATION OF OFFENDERS ACT (EXEMPTIONS) ORDER 1975

Note.

The Rehabilitation of Offenders Act 1974 provides that certain criminal conviction become "spent" after the passage of the time, that is the law will treat them for most purposes as if they had never happened and it is not necessary to disclose them on Application Forms. However, the Rehabilitation of Offenders Act 1974 (Exemption Order 1975) contains certain classes of employment where a person can be asked to disclose spent conviction. The post for which you are now applying falls within that Order and you are therefore required to detail below all previous convictions, cautions or bind-overs, whether or not they are spent.

Please do not just sign this statement ~ you must declare either "No conviction, caution or bind-overs " or give details of all offences you have ever been convicted of.

Failure to disclose information concerning previous conviction, caution or bind-overs may lead to dismissal or disciplinary action by the Association. Any information given will be treated in the strictest confidence and will be considered only in relation to an application for the post to which the order applies.

Date	Details of Convictions, Cautions or Bind-overs	Penalty

Are there any matters pending Y If Yes please give details

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As this post involves direct contact with children, the Association will carry out Police check. This position is offered subject to satisfactory CRB (Criminal Record Bureau) check.

If you failed to complete this section of the application form the Association may not employ you.

I DECLARE THAT THE INFORMATION I HAVE GIVEN IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE

Note: The withholding, falsification or omitting of relevant information by a successful candidate is grounds for dismissal or disciplinary action being taken.

Signed: Date:

FOR OFFICE USE ONLY

Date Received:	Date Acknowledged:	References taken up by: Telephone <input type="checkbox"/> In writing <input type="checkbox"/>	Qualifications Checked: YES <input type="checkbox"/> NO <input type="checkbox"/>
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