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UKIM MADRASSAH

Application form

for Imam/Teacher/Worker/Volunteer

In order to exercise the Madrasah's duty of care for its children and young people, under the Children Act 1989 and the Rehabilitation of Offenders Act 1974 we ask all prospective helpers in children and young people's work to complete this form. The information will be kept confidentially by the Madrasah.

This Madrasah is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This Madrasah is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, disability, colour, ethnic or national origin, nationality, marital status, responsibility for dependants, trade union activity and age.

Successful applicants may be required to undertake an Enhanced DBS check.

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).

1. VACANCY DETAILS

Position Applied For:

Establishment: UKIM Mosque & Islamic Centre

Please enter phase/s you wish to teach

Nursery: Reception: S1/S2: S3/S4: Hafidh:

Special:

Main Subject (where appropriate):

Subsidiary Subject:

Other Subject Interests, e.g. Community Language. (Please give details below.)

2. PERSONAL DETAILS

Title e.g. (Mr,Mrs,Miss,Ms):

First Name(s):

Last Name:

Any Previous Name/s:

Date of birth:

Daytime Tel:

Mobile Tel No:

Email Address:

Address:

Postcode:

Correspondence Address if different from above:

Postcode:

Telephone:

Do you have the right to work in the UK?

Yes:

No: Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

National Insurance Number, if you have one:

Are you related to or do you have a close relationship with: A UKIM member/associate member or UKIM education board member?

Yes: No:

If yes, please provide details:

Name:

Relationship:

Position:

Department:

3. EDUCATION/QUALIFICATIONS (MOST RECENT FIRST)

From		To		Subject Cert, A-level Diploma, Degree, Higher Degree, etc.	Awarding body/School	Class/Div/Grade obtained	Date gained/expected
Mth	Yr	Mth	Yr				

4. EXPERIENCE – PREVIOUS CAREER AND OTHER (MOST RECENT FIRST)

Please complete the following, in full chronological order, starting with your current employment and include all employment including non-teaching. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work.

From		To		Employer	Job Title	Reason for change
Mth	Yr	Mth	Yr			

**5. TRAINING/PROFESSIONAL DEVELOPMENT
(MOST RECENT FIRST)**

Year	Organising body	Training title	Length of training

6. ARRANGEMENTS FOR INTERVIEW

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and or/work based exercise?

Yes: No:

If Yes, please specify, (e.g. ground floor venue, sign language, interpreter, audioloop, etc):

7. WRITTEN REFERENCES

Please give the name of two referees, one of whom should be your current or most recent employer. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

Written references will not be accepted from relatives or people writing solely in the capacity of friends.

Name:

Address:

Postcode:

Telephone Number:

Email:

Relationship to You:

Name:

Address:

Postcode:

Telephone Number:

Email:

Relationship to You:

8. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION *(No more than 1 side of A4 paper in total)*

Please tell us something about yourself – any special interests and skills you have and please give details of previous experience of working with children and/or young people in a Mosque environment and any appropriate training/relevant qualifications.

9. DATA PROTECTION ACT 1998 – Consent and Certification of Details

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, within the UKIM or to the local education committee.

I, (print name)

consent to my employer recording and processing the information detailed in this application form.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

10. CONFIRMATION OF DETAILS

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected or subsequent dismissal from the job.

Signature:

Date:

Print Name:

11. DISCLOSURE

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

The **Rehabilitation of Offenders Act 1974** (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, as well as cautions, warnings, reprimands and bind-overs, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act. You should disclose in this section any previous convictions, cautions, warnings, reprimands and bind-overs.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, or disqualified from working with children.

Signature:

Print Name:

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, please enclose full details in a sealed envelope marked 'Private and Confidential' and tick this box.

Having a criminal conviction will not necessarily bar you from employment.

12. RETURN ADDRESS

Please return to:

C/O Local UKIM branch.