

The Islamic College

Confidential Employment Application Form

This form should be typed or completed in black ink for copying purpose. Please use capital letter. All sections of the application must be completed even if you do enclose a CV and any supplementary questions must also be completed with this form for your application to be considered. If you are typing your application, please follow the format below.

Application for the post of:

Closing Date:

Department:

Post Reference No:

Section 1: Personal Details

Surname:	Mobile:
Any Other Names (used)	Email:
Forename/s:	Address (1 st Line):
N.I. Number:	Address (2 nd Line):
Tel (Day):	County / Area:
Tel (Eve):	Postcode:

References: One must be current or last employer. It is our normal practice to take up references prior to interview. References will not be accepted from relatives or from people writing solely in the capacity of friends. We reserve the right to contact any of your previous employers.

1. Please select this box if you do not

want this Referee to be approached now.

2. Please select this box if you do not want this referee

to be approached now.

Referee name: _____

Referee name: _____

Occupation: _____

Occupation: _____

Company Name: _____

Company Name: _____

Relationship: _____

Relationship: _____

Address (1st Line): _____

Address (1st Line): _____

Address (2nd Line): _____

Address (2nd Line): _____

County/ Area: _____

County/ Area: _____

Postcode: _____

Postcode: _____

Telephone: _____

Telephone: _____

Mobile: _____

Mobile: _____

Email: _____

Email: _____

Section 3: Education and Training

Please give details of your education with any qualifications obtained at school, college, as well as professional qualifications, government training schemes and other training (including short courses).

School (since age 11)

Educational establishment with date	Full/Part Time	Course/Qualifications with subjects	Start date MM/YYYY	End date MM/YYYY

Further & Higher Education

Educational establishment with date	Full/Part Time	Course/Qualifications with subjects	Start date MM/YYYY	End date MM/YYYY

Other Training and appropriate Professional Membership/Qualifications

Educational establishment with date	Full/Part Time	Course/Qualifications with subjects	Start date MM/YYYY	End date MM/YYYY

Section 4: Other relevant experience

In this section you should describe other relevant experience including unpaid work, school activities, voluntary/community work, caring responsibilities, union and other activities to support your application.

Continue on separate sheet if necessary

Section 5: Paid Employment History (put most recent first and please explain any breaks in employment)

Employer name: _____ Brief Description of Duties: _____
Address (1st Line): _____
Address (2nd Line): _____
County/Area: _____
Postcode: _____ Reason for Leaving: _____
Position Held: _____
From (MM/YYYY): _____ To (MM/YYYY): _____ Salary: _____

Employer name: _____ Brief Description of Duties: _____
Address (1st Line): _____
Address (2nd Line): _____
County/Area: _____
Postcode: _____ Reason for Leaving: _____
Position Held: _____
From (MM/YYYY): _____ To (MM/YYYY): _____ Salary: _____

Employer name: _____ Brief Description of Duties: _____
Address (1st Line): _____
Address (2nd Line): _____
County/Area: _____
Postcode: _____ Reason for Leaving: _____
Position Held: _____
From (MM/YYYY): _____ To (MM/YYYY): _____ Salary: _____

Continue on a separate sheet if necessary

If you have any gaps in your employment, please indicate in the box below. You may be asked for further clarification at interview.

Section 6: Declaration

Have you ever been dismissed or asked to leave a place of employment?
If yes, please provide details on a separate sheet.

I declare that the information contained in this application is accurate to the best of my knowledge.

Candidate Signature: _____ Date: _____

Equal Opportunities Monitoring Form

The Islamic College is committed to a policy of Equal Opportunities in employment to ensure that all candidates for employment are treated fairly. In order to carry out this policy we are collecting information from all staff on the key characteristics which relate to Equal Opportunities in employment. Applications are welcome from all sections of the community. We need this information to monitor our progress towards widening diversity among our workforce. The information you provide will be used for statistical monitoring purposes released only as anonymous statistics to the University and HESA (Higher Education Statistical Agency), and will not be seen by members of the Interview Selection Panel.

Post:

Vacancy Reference:

Please tick the appropriate boxes:

Are you: Male Female Date of Birth

Which category best describes the ethnic group to which you belong:

WHITE: **British** **Irish**
 Other White background (individual to specify details) _____

BLACK OR BLACK BRITISH: **Caribbean** **African**
 Other Black background (individual to specify details) _____

ASIAN OR ASIAN BRITISH: **Indian** **Pakistani** **Bangladeshi**

CHINESE **Chinese**
 Other Asian background (individual to specify details) _____

MIXED: **White and Black Caribbean** **White and Black African** **White and Asian**
 Other Mixed background (individual to specify details) _____

OTHER: **Other Ethnic background** (individual to specify details) _____

Do you have a disability? **Yes** **No**

If yes please specify:

Job applicants with a disability are invited to contact the Administration in confidence at any point during the recruitment process to discuss steps that could be taken to overcome operational difficulties presented by the job, or if any adjustments or support are required for interview.

PLEASE RETURN THIS FORM WITH YOUR APPLICATION. THANK YOU FOR YOUR ASSISTANCE.