



Noor Ul Islam Pre-School



Part of Noor Ul Islam Trust

Charity registration Number: 1017780

715 High Road, Leyton, London. E10 5AB

020 8558 3014

Application for Appointment

Each page of this form MUST be completed in FULL and in Black Ink

Application for Position:		Where did you see this job advertised?
Mr/Mrs/Miss/Ms	Last Name (Block Capitals)	Other Names
Address		Telephone Numbers – Daytime landline: Mobile:
Date of Birth:	National Insurance Number:	E-Mail Address:
If you are offered the position when is the earliest you could start?		Do you have any employment restrictions?

Name and Address of most recent Employer/College/School	

Position and grade held:	_____
Date of Employment	From: _____ To: _____
Did you pay pension contributions?	Yes / No
Write a brief description of your present duties/responsibilities or give details of your course of studies:	



EDUCATION, PROFESSIONAL TRAINING AND QUALIFICATIONS

Professional/Vocational Education and Training

Dates		College/Organisation and Course(s)	Qualification Obtained (if any)
From	To		

Further/Higher Education

Dates		Names of University/College etc	Qualification Obtained (if any)
From	To		

Secondary Education

Dates		Names of School(s) Attended	Qualification Obtained (if any)
From	To		



PREVIOUS EMPLOYMENT (most recent first)

Notes: Include temporary or work in the voluntary sector
Attach an additional sheet if necessary

Employer's name and address	Position/Grade	From	To	Reason for leaving

REFERENCES

Please give the names of two persons from whom reference may be sought concerning your application. One of these MUST be your most recent employer (if applicable).

(1)	(2)
Name:	Name:
Address:	Address:
Post Code: Telephone No.:	Post Code: Telephone No.:
Occupation:	Occupation:
We prefer to take up references for shortlisted candidates prior to interview Do you agree to this: Yes / No	



Please give details of previous work experience and other information which you consider is relevant to this post and your application (attach additional sheets if necessary)

Do you speak any of the ethnic minority languages or use B.S.L. (British Sign Language)?
If so, which?

Are you related to anyone currently working for any department of Noor UI Islam Trust? If yes, who and for which department do they work?

Are you related to any of the Noor UI Islam Trustees, or to anyone on the Noor UI Islam Women's group? If yes, who?

I understand that the appointment if offered will be subject to references, a clean CRB disclosure, and to the information given on this form as being correct.

Signed: _____

Date: _____



HEALTH QUESTIONNAIRE

(A) Are you a registered disabled person?
If Yes, please state the disability

Yes/No

(B) Please list any disability, major illness, accident, operation or any psychological, psychiatric or stress-related problems you have had in the past ten years. Please add an explanation where appropriate (and continue on a separate sheet if necessary).

(C) How much sick leave have you had in the past three years? Please give reasons.

(D) Please give a brief declaration about your current state of health, mentioning anything which may prevent you from carrying out the duties of the post.

HEALTH DECLARATION

i. By completing this application I am giving permission to the Management Committee of Noor Ul Islam Pre-School to communicate with my GP or any doctor in respect of any condition I have indicated

Name and address of GP:

ii. I understand that appointment may be subject to successfully passing a medical examination.

Signature: _____

Date: _____



NOTICE TO APPLICANTS FOR EMPLOYMENT

Due to the nature of the work for which you are applying this post is exempt from the Provision of Section 4(2 of the Rehabilitation of Offenders Act 1974) by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. You are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by Noor-ul-Islam Pre-School. Any information given will be completely confidential and will be considered only in relation to the application for positions to which the Order applies.

Have you ever been convicted of a criminal offence: Yes / No

If Yes - Please give brief details below

Signature: _____

Date: _____

EQUAL OPPORTUNITIES

In order to monitor the effectiveness of our Equal Opportunity Policy and for no other reason, you are requested to complete this section. Information given will be treated in strict confidence.

I would describe myself as being of the following ethnic origin:

African		Black British		Greek		Pakistani	
Arab		Caribbean		Indian		Turkish Cypriot	
Asian British		Chinese		Irish		Vietnamese	
Bangladeshi		Cypriot		Mixed Race		White	
Other (Please specify)							

Are you: Male / Female

Completed application forms should be returned to:

<p>Pre-School Manager Noor-UI-Islam Pre-School 715 High Road, Leyton, London. E10 5AB</p>
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