



## Bolton Islamic Girls School (BIGS)

Weston House, Weston St, Bolton. BL3 2AW.

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EMAIL: INFO@BOLTONISLAMICGIRLSSCHOOL.ORG.UK

Website: WWW.BOLTONISLAMICGIRLSSCHOOL.ORG.UK

## Job Application Form

Supported by CV

**Confidential**

### PART A: PERSONAL DETAILS

Post you are applying for:			
First Name		Last Name	
Address		Home Tel	
Town		Daytime Tel	
Bolton		Email	
National Insurance Number		DfE Number (Teachers)	
Are you free to take up employment in the UK with no current immigration restrictions?			
Do you need work permit to work in UK?			

### PART B1 : PRESENT OR MOST RECENT EMPLOYMENT

Date Commenced		Annual Salary	
Job Title			
Notice Required (if applicable) or date left			

Please Give Details of your present duties:

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## PART B2: EMPLOYMENT HISTORY

State in date order, most recent first, where you have been employed.

Name of employer and address of employer or school	From	To	Job Title	Salary	Permanent, Temporary, Supply

## PART C: EDUCATION

(QUALIFICATIONS OBTAINED FROM UNIVERSITIES/COLLEGES/SCHOOLS) – START WITH HIGHEST

Universities, Colleges, Schools,	From	To	Qualifications gained (including subjects and grades)

## PART D: RELEVANT TRAINING

Please give details of any training courses, which may be relevant to the post you are applying for

Name of the course	Date	Provider

## **PART E: SUPPORTING STATEMENT**

Please state how your skills, experience and achievements to date would make you a suitable applicant for this post. Include details of any relevant unpaid or voluntary work. Your statement will help us to decide whether we should invite you for an interview. **Read the person specifications before writing your statement.** *(Please continue on an additional page if your statement more than one page)*

## PART F:

Please provide names and contact details of two persons who are able to provide references relating to your suitability for the post. One the referee must be your current or last employer. Do not name your friend or family member.

1.

Name:
Position:
Relationship:
Email address:
<u>Tel:</u>
Fax:
Postal address:

2.

Name:
Position:
Relationship:
Email address:
Tel: <span style="float: right;">Fax:</span>
Postal address:

Can we approach your present employer for a reference before the interview: Yes /No (please delete appropriately)

### Relatives / Other interests

Canvassing of school staff or school Governors in relation to this appointment will disqualify you

Are you related to a Governor or employee of the School? No (please delete appropriately)

If yes, please give brief details \_\_\_\_\_

If appointed, do you have any business and / or financial interest, which might conflict with the duties of this post? No (please delete appropriately)

If yes, please give brief details: \_\_\_\_\_

### Safeguarding:

The Bolton Islamic Girls School (BIGS) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to this commitment. We carry out stringent recruitment and vetting procedures. All staff and volunteers are subject to Enhanced DBS checks, proof of right to live and work in the UK, satisfactory professional references and medical fitness checks.

It is an offence to apply for this role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves regulated activity).

Have you ever been convicted of any criminal offence? YES/No (please delete appropriately)

Have you had an Enhanced CRB/DBS check done?

If Yes, CRB/DBS no: \_\_\_\_\_ Date: \_\_\_\_\_

### Data protection statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for staff which is obtained by Admin upon interview.

As part of our recruitment process we reserve the right to carry out a social media check on all potential candidates.

*If you do not succeed in your application your information will be stored with us for 6 months after the interview. Please verify if you would like us to keep your details for longer in the chance you may be called at a later date for a future post.*

Tick the appropriate box : Keep my details for upto 6 months

Keep my details for longer

### Declaration

I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment

Signature \_\_\_\_\_

Date :

If you are returning this form by email, you will be asked to sign your form upon being called for interview.