

## Employment Application Form

Application For The Post Of: \_\_\_\_\_

### PERSONAL DETAILS

Miss/Mr/Mrs/Ms (delete as appropriate) or other \_\_\_\_\_

First Name (S): \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

My gender is:

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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I am aged between 18 and 65 years

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Will you be requiring any special provision should you be invited for an interview?  
If 'Yes', please ring us to discuss details on 0121 778 6289

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**PLEASE STATE WHERE YOU SAW THIS POSITION ADVERTISED:**

\_\_\_\_\_  
**Please state how your experience and achievements to date would make you a suitable candidate for this post.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please state why you would like to work for ArRahma Foundation.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT**

*(including both paid and voluntary employment)*

Present or most recent employment:					
Date Started:		Until:		Notice Required:	
Name of employer:					
Address:					
Role held:					
Brief description of duties, responsibilities and achievements:					

**OTHER EMPLOYMENT/CAREER HISTORY**

*(Please put most recent first and if you need further space please write on the back)*

From: To:	Employer Name: Address:		Position Held:
From: To:	Employer Name: Address:		Position Held:
From: To:	Employer Name: Address:		Position Held:
From: To:	Employer Name: Address:		Position Held:
From: To:	Employer Name: Address:		Position Held:

**EDUCATION AND QUALIFICATIONS**

*(Please put most recent first and if you need further space please write on the back)*

Attendance: From: To:	Institution: Name: Type:	Examinations/subjects studied:	Grades
Attendance: From: To:	Institution: Name: Type:	Examinations/subjects studied:	Grades
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**EXPERIENCE/RELEVANT SKILLS/FURTHER INFORMATION**

Please give details of any other courses undertaken, including short courses and in-service training, and/or current studies.

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**REFEREES**

Please supply the names and contact details of two referees who can comment on your suitability for this position. At least one should be your current or most recent employer. If you are currently not working with children but have done so in the past, this referee should be the employer by whom you were most recently employed in work with children. The second referee should also be a previous employer or somebody in a recognised position who can provide a character reference. **References will not be accepted from relatives or persons who only know you as a friend.**

1 - Title		Name		Position:	
In what capacity do you know the referee?					
Name of Organisation:					
Address					
				Post Code:	
Telephone				Email:	

2 - Title		Name		Position:	
In what capacity do you know the referee?					
Name of Organisation:					
Address					
				Post Code:	
Telephone				Email:	

Please note that we will contact these referees if you are short-listed for this post and seek references **before interview**. We will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. Please indicate whether you have asked your referees for permission to be contacted prior to the interview.

Yes	No
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**PERSONAL DECLARATIONS – Please read carefully**

**Criminal Convictions and DBS**

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions including any that would otherwise be considered ‘spent’ under the Act.

You are also requested to disclose information about anybody living in the same household as you that could disqualify you.

Have you or anybody in your household ever been convicted of any offence or bound over or given a caution?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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*(If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential – Disclosure’.)*

**I understand that if my application is successful, I will be required to obtain an enhanced Disclosure and Barring Service Criminal Record or DBS (Previously CRB).**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Data Protection and accurate Information**

For the purposes of Data Protection, I consent to the information contained in this form, and any information received by or on behalf of ArRahma Foundation relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or dismissal at any time in the future and possible criminal prosecution.

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_