

# Al-Burhan Grammar School for Girls

Spring Road Centre, 258 Spring Road, Tyseley, Birmingham, B11 3DW

## Application for Employment

Please type or write in black ink.

Post applied for: ..... Application date: .....

Title:	Surname:	Forenames:
Home Address:		
Post code:		Telephone (home):
Telephone (mobile):		Email:
Date of Birth:            /            /		Nationality:
N I Number:		DfE Ref. No.:
Do you have authority to work in UK?		
How did you hear about this vacancy?		

Marital Status:	Number of dependents and ages:
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**Secondary and Higher Education**, please start with your most recent education

Dates (From/To)	Name of School, College or University	Subjects / Grades	Qualifications gained

**Training**, please state any relevant training/professional qualifications gained

Dates (From/To)	Nature of Training Qualifications	Name of Institution

**Employment History**, please start with your most recent experience

Dates (From/To)	Employers name & Address	Position held and brief details of duties	Current / Final Salary

**ILLNESS:** Please state any illness that you have suffered from in the last five years:

Do you have any medical condition which should be brought to our attention? YES/NO  
If yes please give details (use a separate sheet if necessary)

References (give details of two persons to whom reference may be made. One referee should be your present or last employer).

Name and address		Job Title
(1)	Tel:	
	Mobile:	
	Email:	
(2)	Tel:	
	Mobile:	
	Email:	

**Equalities Monitoring Form**

Completion of this section will help us to ensure that our staff reflects the diverse make-up of the community. To ensure our policies and procedures are not discriminatory, we monitor job applicants and the diversity make-up of our staff, as part of our internal processes, such as training. The information you give is confidentially managed and does not form part of the process. It will greatly assist us if you provide as much information as possible, but you are not obligated to do so.

<b>Ethnic Origin</b>			
(please tick one box only, indicating the category that best describes your ethnic origin)			
<b>White</b>	British	<input type="checkbox"/>	Irish <input type="checkbox"/>
	Other	<input type="checkbox"/>	(please specify)
<b>Mixed</b>	White & Black Caribbean	<input type="checkbox"/>	White & Black African <input type="checkbox"/>
	White & Asian	<input type="checkbox"/>	
	Any other Mixed background (please specify)		
<b>Asian or Asian British</b>	Indian	<input type="checkbox"/>	Pakistani <input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>	
	Other Asian	<input type="checkbox"/>	(please specify)
<b>Black or Black British</b>	Caribbean	<input type="checkbox"/>	African <input type="checkbox"/>
	Any other Black background (please specify)		
<b>Chinese</b>	Chinese	<input type="checkbox"/>	
<b>Other</b>	Any other ethnic background (please specify)		

<b>Gender</b> (please tick)	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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Disability (please tick)			
Do you consider yourself to be disabled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
The Disability Discrimination Act 2005 defines disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on an individual’s ability to carry out normal day-to-day activities’.			

Do you have <b>ANY</b> convictions, cautions or reprimand, warnings or bind-overs?	
Please tick the relevant box:	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
If the answer is “yes”, you must record full details in a separate, sealed envelope marked with your name and ‘Confidential Criminal Record Declaration’ and enclose it with your application. In accordance with statutory requirements, an offer of appointment will be subject to satisfactory CRB clearance.	

I certify that the above information (and any further information enclosed) is correct.

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

The post for which you are applying 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 (Exemptions) Order 1975. Applicants 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 may result in dismissal by the Governors. Any information given will be completely confidential and will be considered only in relation to an application for positions by which the Order applies.

All information you send to us is strictly confidential and will be used for the purposes of this recruitment process only. It will be processed and held in accordance with the principles of the Data Protection Act (1998).

Please attach a copy of your CV and any supporting information, outlining your experience, skills and knowledge relevant to the post with this application form.