

For office use only

Date received:		Application number:	
Offer:		Acceptance:	

Al Khalil College Secondary School

Job Application

- Please complete the form below clearly in **BLACK INK** and **BLOCK CAPITALS**
- Seal in an envelope and send to:
Recruitment Manager, Al Khalil College, Abbotsford House, 129-131 Abbotsford Place, Glasgow, G5 9SS
- Alternatively send it via email to **recruitment@alkhalilcollege.com**
- For further information or assistance, please contact the school directly via email or by phoning **0141 258 5951**

Application Details

Position applied for:	
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Applicant's Details

Surname:	
Forenames:	
Address:	
Date of Birth:	___ / ___ / _____
National Insurance No.:	
Are you free to take up employment in the United Kingdom without any current immigration restrictions?	Yes / No

Current Employment

Current employer:	
Post:	
Dates:	From ___ / ___ / _____ to ___ / ___ / _____
Notice required:	
Current Salary:	

Please write a brief description of your main duties and responsibilities:

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Previous Employment

With your most recent employer first, list all of your previous employment. Please detail any gaps between periods of employment with reasons (continue on separate sheet if necessary). In the further details section, please elaborate on what this work entailed.

Previous Employer 1

Dates:	From ___ / ___ / _____ to ___ / ___ / _____
Employer:	
Employer's address:	
Position:	
Nature of work:	
Reason for leaving:	
Further details:	

Previous Employer 2	
Dates:	From ____ / ____ / _____ to ____ / ____ / _____
Employer:	
Employer's address:	
Position:	
Nature of work:	
Reason for leaving:	
Further details:	

Previous Employer 3	
Dates:	From ____ / ____ / _____ to ____ / ____ / _____
Employer:	
Employer's address:	
Position:	
Nature of work:	
Reason for leaving:	
Further details:	

Previous Employer 4	
Dates:	From ___ / ___ / _____ to ___ / ___ / _____
Employer:	
Employer's address:	
Position:	
Nature of work:	
Reason for leaving:	
Further details:	

Education and Qualifications

Please detail any qualifications you have achieved that you feel may be relevant to this post. Please note you will be required to provide original documentation of attained qualifications prior to an appointment.

Qualification	Subject	Grade Awarded	Date of Award	Institution
			___ / ___ / _____	
			___ / ___ / _____	
			___ / ___ / _____	
			___ / ___ / _____	

Please mention all Standard Grades / GCSEs / Highers / A Levels or equivalent you have achieved and the grade obtained:

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Other Information

Relevant skills, experience and abilities (languages spoken, training and development undertaken in the last 5 years):

What attracts you to this position?

Please mention any other relevant information that may benefit your application:

Where did you hear about this vacancy?

Declaration of Criminal Offences

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 due to the nature of the work. You are therefore not entitled to withhold information about criminal convictions, cautions, reprimands and warnings. Any subsequent offer of employment will be dependent on the completion of a satisfactory Disclosure.

Are you currently the subject of any police investigations following allegations made against you?	Yes / No
Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated?	Yes / No

If you answered yes to any of the above questions then you must supply details on a separate piece of paper, place it in a sealed envelope and attach it to your application.

Are you included on the Protection of Children Act or the Protection of Vulnerable Adults list of individuals who are deemed unsuitable for working with children or vulnerable adults?	Yes / No
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If you have ever been warned, reprimanded, cautioned or convicted by the Courts, please mention it below. Continue onto a separate sheet is necessary.

Nature of Offence	Detail of Offence	Date and Time of Judgement	Sentencing

References

Please give the name, address and contact number of two referees who can provide us with an assessment of your suitability for this post. One of the referees should be able to confirm your professional experience. Friends and family members may not be provided as references. We reserve the right to request alternative references during the processing of your application.

Referee A (current / most recent employer)

Name	
Address	
Contact Number	
Email	
Relation	

Referee B

Name	
Address	
Contact Number	
Email	
Relation	

Can we approach your referees prior to the interview?

Yes / No

Declaration

I certify that all the details provided are accurate to the best of my knowledge and all questions have been answered accurately and fully and that I possess all qualifications that I claim to have achieved. I accept that providing incorrect information may lead to the dismissal of my application. I also accept that if this is to be discovered after my employment then this could lead to my dismissal without notice. I authorise Al Khalil College to conduct any checks relevant to this job application and to process and retain all information on this form and in any accompanying documents. I authorise them to disclose this information to third parties where relevant as defined by the Data Protection Act 1998 and related legislation. All information will be dealt with in accordance to data protection legislation

Signature	
Date	

Applications should post the completed application form along with a cover letter to:

**Recruitment Manager
Al Khalil College
129-131 Abbotsford Place
Glasgow
G5 9SS**

OR

send via email to recruitment@alkhalilcollege.com