MANCHESTER ISLAMIC GRAMMAR SCHOOL FOR GIRLS

FAITH • LEARNING • LIFE

Non-Teaching Staff Application Form

Please complete this form clearly in black ink. **A CV should not be submitted in place of the completed form.** A letter in support of your application should be attached. Please relate your experience to the requirements of the post and the details given in the person specification. You should read the enclosed Recruitment, Selection and Disclosure Procedure before completing this form.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST APPLIED FOR:

PERSONAL DETAILS

Name:	**Surname:**
Title	**All previous names/ maiden name in full**

Address:	**Telephone numbers:**
	Home
	Mobile
Post code	**E-mail**

National Insurance Number
Do you require a work permit / residency permit to work in the UK?
Have you worked abroad in the last 5 years?
If Yes Please provide the Country and dates
Do you hold a certificate of good conduct from the authority/ police department abroad?
Are you permitted to work in the UK without any restrictions?
What eligibility do you have to work in UK?

FULL TIME EDUCATION

Secondary schools attended with dates

Examination results, including grades

Subject/level	Grade	Subject/level	Grade

University or other institution attended, with dates, and class of degree/diploma awarded

University	Dates	Subjects	Degree or certificate awarded

TRAINING AND DEVELOPMENT

Please provide details of any relevant training you have undertaken in the last 3 years.

Details	Dates

CURRENT EMPLOYMENT

Post held
Name of Employer
Address

Full or part time	**Date appointed**
Current salary/responsibility	**Notice required**
Outline of current duties	

PREVIOUS EMPLOYMENT

Please list your full time and part time occupations, starting with the most recent.

Name of Employer	Post held	Dates	Salary grade	FT/ PT	Reason for leaving

PLEASE CLARIFY/EXPLAIN ANY GAPS IN YOUR EMPLOYMENT HISTORY

Date From	Date To	Reason for Employment Gap

INTERESTS

DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN

The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that when applying for certain jobs and activities certain convictions and cautions are considered protected. This means that they do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found in 'Changes to the Criminal Records System November 2020.docx Page 2' on the Ministry of Justice Website and the websites of charities NACRO and UNLOCK.

It is an offence to apply for a post engaging in regulated activity relevant to children if you are barred from working with children. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, and whilst applicants are not required to make declarations at application stage, at the shortlisting stage all candidates will be required to complete a self- declaration form regarding their criminal record (unless 'protected') and will also be required to submit any information that would make them unsuitable to work with children.

Any such information will be treated in strictest confidence and used only in consideration of the suitability of the post. Criminal convictions will not automatically exclude you from being considered unless they fall within the threshold of being relevant and unsuitability, and will be considered on a case by case basis or as defined by the Department for Education (Keeping Children Safe in Education 2025)
Please refer to a link below on the school website to obtain a copy of the school's child protection policy and practices and policy on employment of ex-offender

Safeguarding & CHILD PROTECTION POLICY (miet.uk)

Safer Recruitment Policy (MIGSG miet.uk)

Our Policies - MIGSG - Manchester Islamic High School for Girls (miet.uk)

If the job into which MIET is seeking to recruit is one of the excluded jobs listed in the ROA, MIET will only require shortlisted applicants to a complete a self- declaration form of their criminal record or information that would make them unsuitable to work with children. Applicants must disclose on the declaration form all convictions, whether spent or unspent (other than where 'protected' cautions and protected convictions do not need to be disclosed, depending on the post concerned). Even in these circumstances, however, MIET will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the post for which the individual has applied. Furthermore, if the job is exempt, MIET will, once it has selected the person to whom it wishes to offer employment, seek documentary evidence about that person's criminal convictions. MIET will seek the applicant's agreement to make a joint application to the Disclosure and Barring Service (DBS) for an Enhanced DBS with barred lists check. Where the individual is member of the DBS update service, MIET will, with their permission, carry out a status check on any current certificate. If an applicant has a conviction that is unspent/ spent and if the nature of the offence IS relevant to the job for which they have applied, MIET will review the individual circumstances of the case and may, at its discretion, decline to select or withdraw an offer of employment. MIET will not reimburse the individual the fee for obtaining the appropriate criminal records certificate. Further information can be sought from:

Disqualification under the Childcare Act 2006 - GOV.UK (www.gov.uk)

REFEREES Please supply names and contact details of two people whom we may contact for references. One of them **must be** your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The school intends to take up references on all shortlisted candidates before interview.

Referees will be contacted if you are shortlisted, before interview.

1st Referee details	2nd Referee details
Name	**Name**
Status/position	**Status/position**
Address	**Address**
Post Code	**Post Code**
Telephone	**Telephone**
Email	**Email**

Canvassing, either directly or indirectly will disqualify a candidate from appointment.

DECLARATION

I declare that the information on this form is correct to the best of my knowledge and i note that the withholding, falsification, omission or deceit of relevant information by a successful candidate are grounds for immediate termination of employment during the probationary period or disciplinary action which may lead to dismissal

Signed . Date .

You must submit a separate personal statement in support of your application. This should give any additional relevant information, including details of your professional, subject and leisure interests and any skills and experience, which may be useful in schools. This should be no longer than one A4 page.

In addition to this, you must also enclose the following: -

1. A valid photocopy of a Enhanced DBS Disclosure check (if available)
2. **If you are NOT a citizen of the UK/EU you must submit with this application form a criminal background check / certificate of good conduct from your native country.**
3. A photocopy of your **main** qualifications [i.e. BA/MA/PhD]
4. A photocopy of your teaching certificate

NB: Your application form may not be processed without the above documentation.

Thank you for completing this form. Please send completed applications to:

Manchester Islamic Grammar School for Girls 141 Barlow Moor Road Didsbury, Manchester, M20 2PQ pa@migsg.miet.uk

Manchester Islamic Grammar School for Girls

141 Barlow Moor Road
Didsbury
MANCHESTER
M20 2PQ
☏ (0161) 881 2127
admin@migsg.miet.uk
pa@migsg.miet.uk
Visit:www.migsg.miet.uk