



SHAKHSIYAH
SCHOOLS

Application form for Employment

Full Name of Applicant:

IMPORTANT – PLEASE READ BEFORE COMPLETING THIS FORM

1. You should refer to the Guidance Notes for Applicants when completing this form.
2. You need to demonstrate you meet the requirements of the Person Specification for the job(s) you are applying for.
3. All applicants must complete Sections A, B, C, D, E, F & G.
4. Where a YES/NO answer is required, please type either YES or NO clearly. **DELETION OF ANY OTHER FIELD WILL INVALIDATE THIS APPLICATION**
5. Incomplete forms will not be considered.
6. Please return your completed application by email to the appropriate school.
7. By submitting the form you are declaring the information you have provided to be true.

FOR ADMIN USE ONLY (Please leave blank)

Date application received		Section D - If NO, make a note of gaps to be raised at interview	
Section A - completed		Section E - completed	
Section B - completed		Section F - Appropriate referee details have been provided in relation to employment history?	
Section C - completed		Section F - If NO request appropriate referees from applicant	
Section D - A full chronological education and work history since leaving school has been provided?		Section F - Reference requests sent	
Section D - Any gaps in history fully explained?		Section G - Declaration completed	

Call for Interview – YES/NO
Interview date and time

Slough School

Cippenham Lodge,
Cippenham Lane, Slough,
Berkshire, SL1 5AN
01753 518000
mail-slough@isfnet.org.uk

London School

1st Floor, The
277 St Ann's Rd
London, N15 5RG
0208 802 8651
mail@isfnet.org.uk



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Section A – Application Details

Please specify which branch of ISF you are applying to work in. For availability please type YES or NO as applicable, and give details as required.

POSITION(S) APPLIED FOR:	
BRANCH APPLIED TO (Please specify)	
LONDON SCHOOL / SLOUGH SCHOOL / BOTH SCHOOLS	

AVAILABILITY FOR SCHOOL ADMINISTRATOR POSITION (Please note these are the contractual hours)	
Are you available to work from 8:00am – 4:00pm, Monday to Friday?	
If you answered NO above, please state what days and times you are NOT available and why:	
NOTICE PERIOD (All applicants must answer)	
Do you have a notice period for your current employment?	
Please provide details of the notice period. You can also include any other details pertaining to availability here if required:	

HOW DID YOU HERE ABOUT ISF (Please tick or specify)							
FAMILY / FRIEND		AMS-UK JOBS BOARD		LEAFLE T		ISF WEBSITE / INTERNET SEARCH	
OTHER (Please specify)							
RELATIONSHIP TO ISF STAFF OR TRUSTEES:							
ARE YOU RELATED TO ANY MEMBER OF STAFF AT EITHER BRANCH OF ISF (PAID OR VOLUNTARY), OR ANY TRUSTEE?							
If you answered YES, please include details of ALL staff you are related to below							
Name of Staff		Position in ISF			Relationship to you		



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Section B – Identity and Personal Details

Please complete ALL sections providing ALL details requested.

IDENTITY DETAILS			
TITLE:		SURNAME:	
FORENAMES:		ANY PREVIOUS NAMES:	
DATE OF BIRTH:		NI NUMBER:	
CONTACT DETAILS			
HOME ADDRESS:			
POSTCODE:			
HOME TEL NO:		MOBILE:	
E-MAIL:			
RIGHT TO WORK IN THE UK			
Do you have the right to work in the UK?			
If you answered YES, please give details of the documents you will provide to support this, e.g. British Passport, Work Permit etc. (Please note only valid original documents will be accepted)			



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Section C – Supporting Statement

Please read the job description and use this section to demonstrate how you meet the person specification and responsibilities for this role. Include details of what led you to apply for this post, what you hope to gain and contribute to ISF and your future ambitions. Please visit the ISF website if required to supplement your understanding.

SUPPORTING STATEMENT REGARDING YOUR REASONS FOR APPLYING TO ISLAMIC SHAKHSIYAH FOUNDATION FOR THIS JOB:

DETAILS OF ISLAMIC COURSES ATTENDED OR COMPLETED. PLEASE ALSO INCLUDE ANY TALKS YOU HAVE ATTENDED IN MOSQUES / COMMUNITY CENTRES:



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Section D – Education and Employment History and Work Experience

Please provide chronological details of ALL courses from and including GCSEs and upwards. Please ensure that ALL dates are accounted for. You must provide the month and the year for start and end dates. If there are gaps between courses please include the dates in the table and explain the reason for the gap.

Start Date		End date		Name of School or Further / Higher Education Institution	Level of course (BA, Level 3, GCSE's etc.)	Course title or subjects taken	Results / Grades obtained
MM	YYY Y	MM	YYY Y				

Please provide details of ALL periods you were not in education or employment since leaving school. NB: Details for your employment history are requested in the table following the one below.

Start Date		End date		Reason for gap in education or employment
MM	YYY Y	MM	YYY Y	



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Please provide chronological details of ALL jobs whether paid or voluntary since leaving school. Please ensure that ALL dates are accounted for. You must provide the month and the year for start and end dates. If there are gaps between posts please include the dates in the table and explain the reason for the gap. Please give reasons for leaving all former posts.

Start Date		End date		Name of Employer / Organisation	Job Title / Role	Please state if position was paid or voluntary	Reason for leaving
MM	YYY Y	MM	YYY Y				

DETAILS OF ADMINISTRATIVE EXPERIENCE:

E.G. USING MICROSOFT OFFICE, RECORD KEEPING, CASH HANDLING AND BANKING PROCEDURES, ACCOUNTING, HEALTH & SAFETY, CUSTOMER SERVICE, RECRUITMENT, MARKETING, WEBSITE, SOCIAL MEDIA ETC.

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Section E – Details of Prior Relevant Knowledge, Training and Skills

Please complete the section below; delete or tick as applicable and provide any details requested. You may be asked about these at an interview or in a skills test.

DETAILS OF RELATED TRAINING:	
DO YOU HAVE TRAINING IN CHILD PROTECTION?	
IF YES PLEASE GIVE DETAILS: With the previous role	
DO YOU HAVE TRAINING IN PAEDIATRIC FIRST AID?	
IF YES PLEASE GIVE DETAILS:	
DO YOU HAVE TRAINING IN HEALTH & SAFETY?	
IF YES PLEASE GIVE DETAILS:	

PLEASE TICK WHICH OF THE FOLLOWING SKILLS / ABILITIES YOU CONSIDER YOU HAVE:	
Ability to organise time and work effectively	
Good listening and verbal skills	
Good letter writing skills	
Ability to record information clearly	
Ability to record information accurately and check over work to ensure accuracy	
Ability to absorb information quickly	



Ability to use knowledge gained effectively to solve problems	
Tact and diplomacy	
Inspire confidence and enthusiasm in others	
Persuade and influence others	
Use resources effectively in order to contain expenditure	
Implement operational policies and procedures	
Adapt to changes in policies, tasks and routines	
Respond positively to constructive feedback and take on board advice in order to improve	
Knowledge of Arabic language	
Be a positive role model	
Show initiative and creativity, engage children in learning, be able to think outside the box	
PLEASE GIVE DETAILS OF ANY OTHER SKILLS YOU HAVE WHICH YOU FEEL WILL BE USEFUL FOR THIS JOB:	



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Section F - References

Please refer to the guidance notes for applicants for who can be nominated as a referee before completing this section. All applicants must provide details of two referees. If you are not currently working in a school but have previous related experience you should also provide details of the most recent employer from a related field. If you have not worked before please provide details of a referee who knows or has known you in a professional or educational capacity. Alternatively if you do not have any of the aforementioned referees, please provide any other credible referee from the community. We cannot accept your relatives as referees. We normally contact referees prior to interview. Your consent is needed for us to contact your referees.

REFEREE 1 - (CURRENT/ LAST EMPLOYER IF APPLICABLE)	
FULL NAME :	
JOB TITLE:	
SCHOOL / ORGANISATION:	
ADDRESS:	
TEL NO:	
EMAIL:	
RELATIONSHIP TO YOU:	
CAN WE CONTACT THIS PERSON NOW?	
If you answered NO above, please state your reason here:	
REFEREE 2 – (OTHER PREVIOUS EMPLOYER IF APPLICABLE)	
FULL NAME :	
JOB TITLE:	
SCHOOL / ORGANISATION:	
ADDRESS:	
TEL NO:	
EMAIL:	
RELATIONSHIP TO YOU:	



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CAN WE CONTACT THIS PERSON NOW?	
If you answered NO above, please state your reason here:	



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Section G - Declarations

PERSONAL DECLARATION (PLEASE READ CAREFULLY):	
I understand that to knowingly give false or misleading information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.	
I understand that if my application is successful I will be required to obtain a DBS check at the appropriate level.	
I agree that the information given on this form may be used for registered purposes under the Data Protection Act.	
PRINT NAME:	
SIGNATURE:	
DATE:	