

# MIC Job Application Form



**Manchester  
Islamic Centre**

Registered Charity No.  
327235

**Position Applied For:**

**Reference:**

**Where did you see the post advertised?**

## Personal Details

Surname:		Title: (Mr/ Miss/ Ms/ Mrs):	
Forename/s:			
Address:			
Postcode:		N.I no:	
Telephone (home):		Telephone (work):	
Mobile Number:		May we contact you at work?	
E-mail:		Skype:	
LinkedIn Contact Details:			
Do you have a current driving license?		Is it valid for the UK?	

Please complete only if you are applying for UK Based positions. Please insert an "x" in either Yes or No

- 1) Do you require a Work Permit to work in the UK  
2) Do you require an Entry Visa for the UK

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If answer to any of above questions is Yes, please indicate what type of visa / entry clearance you have and the expiry date (i.e. HSMP visa etc.):

## Nationality, Residency and Passport Information

Nationality: (If dual, please state both)	
Passport No:	
Date of Expiry of Passport:	
Date of Issue of Passport:	
Passport Issuing Authority / Place of Issue:	
Place of Birth:	
What is your current country of residence?	
How long have you lived there?	

Please provide a photocopy of your passport (On a separate sheet)

Please complete these sections carefully after reading any supplementary information regarding the post. Care should be taken to address the job description and person specification. The decision to invite you for interview will be based on the information you provide on this form (no CVs accepted) and how closely you meet the specified skills.

## Academic Qualifications & Training

Please copy and paste the table below if you want to put in other qualifications you have received.

<b>Dates of Education</b>	
<b>Place of Education/ Training</b>	
<b>List of Qualifications/ Courses Completed</b> (Please also include the grade you have achieved/ or predicted)  <b>200 word limit</b>	

<b>Dates of Education</b>	
<b>Place of Education/ Training</b>	
<b>List of Qualifications/ Courses Completed</b> (Please also include the grade you have achieved/ or predicted)  <b>200 word limit</b>	

<b>Dates of Education</b>	
<b>Place of Education/ Training</b>	
<b>List of Qualifications/ Courses Completed</b> (Please also include the grade you have achieved/ or predicted)  <b>200 word limit</b>	

## Professional Qualifications

Please list all professional qualifications you have received for the vacancy you have applied to.

Professional certificates:

Membership of professional bodies:

## Employment History/Work Experience

Please summarise your previous jobs starting with your current or most recent

Please complete in full and use a separate sheet if necessary

Please copy and paste the table below if you want to add an extra Employment record.

<b>Dates of Employment</b>	
<b>Name and address of company</b>	
<b>Job Title</b>	
<b>Summary of Duties and Achievements/ Experience (Word limit: 400 words)</b>	
<b>Salary</b>	
<b>Reason for leaving</b>	
<b>Notice Required</b>	

<b>Dates of Employment</b>	
<b>Employers Name</b>	
<b>Name of Business Address</b>	
<b>Job Title</b>	
<b>Summary of Duties and Achievements/ Experience (Word Limit: 200)</b>	
<b>Salary</b>	
<b>Reason for leaving</b>	

<b>Dates of Employment</b>	
<b>Employers Name</b>	
<b>Name of Business Address</b>	
<b>Job Title</b>	
<b>Summary of Duties and Achievements/ Experience (Word Limit: 200)</b>	
<b>Salary</b>	
<b>Reason for leaving</b>	

<b>Dates of Employment</b>	
<b>Employers Name</b>	
<b>Name of Business Address</b>	
<b>Job Title</b>	
<b>Summary of Duties and Achievements/ Experience (Word Limit: 200)</b>	
<b>Salary</b>	
<b>Reason for leaving</b>	

<b>Dates of Employment</b>	
<b>Employers Name</b>	
<b>Name of Business Address</b>	
<b>Job Title</b>	
<b>Summary of Duties and Achievements/ Experience (Word Limit: 200)</b>	
<b>Salary</b>	
<b>Reason for leaving</b>	

<b>Dates of Employment</b>	
<b>Employers Name</b>	
<b>Name of Business Address</b>	
<b>Job Title</b>	
<b>Summary of Duties and Achievements/ Experience (Word Limit: 200)</b>	
<b>Salary</b>	
<b>Reason for leaving</b>	

## Supporting Information

Please describe the main reasons for your application and outline your suitability for the role based upon the criteria in the Job Description and Person Specification. (Word Limit: 750 Words)

## Language Skills

Please list your knowledge of any languages, indicating the level of fluency against each of the following:

1 = Fluent    2 = Working Knowledge    3 = Basic

	Language	Read	Write	Speak	Understand
1.					
2.					
3.					
4.					
5.					

## IT Skills

Please give details of your IT Skills in particular MS Office applications (Excel, Word, PowerPoint etc):

	Basic	Intermediate	Advanced
MS Word			
MS Excel			
MS PowerPoint			

If there are any other IT applications you use, please write them in the space below:

## Leisure Activities & Hobbies

Please note here your leisure interests, sports and hobbies, other pastimes etc.

## Criminal Records

Please note any criminal convictions except those considered 'spent' under the Rehabilitation of Offenders Act 1974 (include convictions in any court around the world)

## Professional Referees

Please give the names and addresses of two referees who have known you for at least two years, and who are not relatives. One of them must be your current or most recent employer.

Full Name:		Full Name:	
(Mr/ Miss/ Ms/ Mrs):		(Mr/ Miss/ Ms/ Mrs):	
Address:		Address:	
Post Code:		Post Code:	
Telephone:		Telephone:	
Email:		Email:	
Relationship to you:		Relationship to you:	
Can we contact your referees now? <i>Please insert an "x" in either Yes or No</i>		First referee:	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Second referee:	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Availability for Interview & Appointment

Please give any dates when you are **NOT** available for interview.  
(We cannot undertake to avoid these dates, but will try to do so):

If appointed, when could you take up duty?

## Relationships

Are you a relative or partner of any employee of Manchester Islamic Centre? YES / NO

If "Yes" please give further information:

## Declaration

1. I agree that any offer of employment is subject to receipt of satisfactory references.
2. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
3. I agree that information contained within this application and supporting documents (including "sensitive information") may be accessed, stored and used and by the organisation in accordance with the Data Protection Act 1998.
4. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau / Scottish Criminal Records office for a basic disclosure. I understand that should I fail to do so. Or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

SIGNED:

DATE:

PLEASE SEND YOUR COMPLETED APPLICATION FORM ALONG WITH COPIES OF YOUR  
PASSPORT AND EVIDENCE OF YOUR RIGHT TO WORK IN THE UK **ON OR BEFORE 22 SEPT. 2017**

STRICTLY BY EMAIL TO: [recruitment@didsburymosque.com](mailto:recruitment@didsburymosque.com)

Contacts: Manchester Islamic Centre, 271 Burton Road, Manchester M20 2WA, United Kingdom

Call Brother Manhal mobile: +44 (0)7940 357 587 Website: [www.didsburymosque.com](http://www.didsburymosque.com)