



PERSONAL DETAILS

Full Name: *

JOB LOCATION

Address 1: *

Address 2:

City: *

State/Province/Region: *

Zip/Post Code: *

Country: *

Phone: *

Email: *

User Name: *

Password: *

Website:

Company Description:

CREATING A NEW VACANCY

Job Title: *

Enter the title for the job vacancy.

Number of Vacancy: *

Advertisement Start Date: *

Enter the date from which the vacancy is to be advertised i.e. date the vacancy will be made available to jobseekers.

Advertisement Close Date: *

Enter the date on which the vacancy will be withdrawn from display.

Interview Start Date: *

Enter the date on which the interview will start.

Job Classifications: *

Special Jobs

☐ Hafiz for Ramadan

☐ Imam

☐ Islamic Artist/Performer

☐ Islamic Research Consultant

☐ Islamic Legal Advisor (Inheritance, Marriage & Divorce Law, Family Law)

☐ Journalism & Blogging

☐ Lecturer

☐ Mu'azzin

☐ Muslim Chaplain

☐ Muslim Charity Jobs

☐ Religious Advisor

☐ Speakers

☐ Teacher

☐ Teaching Assistant

☐ Other

General Jobs

☐ Accounting & Finance

☐ Admin - Clerical

☐ Administration

☐ Architecture/Construction

☐ Business Opportunity

☐ Consultant

☐ College & Internships

☐ Customer Service

☐ Distribution - Shipping

☐ Education & Training

☐ Email/Newsletter

☐ Engineering

☐ Executive

☐ Graphic Design

☐ Healthcare & Community

☐ Hospitality & Tourism

☐ Human Resources

☐ Information Technology

☐ Legal

☐ Management

☐ Manufacturing/Operations

☐ Media (Newspaper/Radio/TV)

☐ Restaurant

☐ Retail

☐ Sales & Marketing

☐ Skilled Labour

☐ Social Services

☐ Other

Gender: *

☐ Male

☐ Female

☐ Any

Qualifications: *

☐ Alim

☐ Sheikh

☐ Muhaddith

☐ Mufasssir

☐ Hafiz

☐ Qari

☐ GCSE/GNVQ/O Levels

☐ BTEC

☐ A Levels/Advanced GNVQ

☐ City and Guilds

☐ HND/HNC

☐ Diploma

☐ University Degree

☐ Senior Business or Technical Qualifications

☐ Masters Degree or Higher

☐ PhD

☐ MA/MSc

☐ BA/BSc

☐ Not Required

☐ Other

Type: *

☐ Full Time

☐ Part Time

☐ Short Term

☐ Replacement

☐ Cover

☐ Casual

Years of Experience: *

☐ Freshers

☐ 3 Months

☐ 6 Months

☐ 1 Year

☐ 2 Years

☐ 3 Years

☐ 5 Years

☐ 10 Years +

Experience Details:

DENOMINATION: SUNNI

Madhab/School of Law:

☐ Hanafi

☐ Hanbali

☐ Maliki

☐ Shafi'e

☐ None

☐ Other

Aqeeda/Belief:

☐ Ahle-Hadith

☐ Ahlus Sunnah

☐ Berelwi

☐ Deobandi

☐ Salafi

☐ Sufi

☐ None

☐ Other

Salary: *

PER

☐ Annum

☐ Month

☐ Week

☐ Day

OR

☐ Voluntary

☐ Negotiable

☐ Minimum wage

☐ Travel Expenses Covered

☐ Not Applicable

Language/s:

Hours Per Week: *

Enter the total minimum number of hours to be worked each week. Any variation can be included under "other information" (see below). Hours offered should comply with current legislation.

Work Time: *

Enter a breakdown of working hours eg. 9.00am to 5.00pm Mon - Fri, 2.00pm to 9.00pm Wed, Thur & Fri etc. or negotiable.

Job Duties:

Enter the duties of the job. These should be clear and concise. Unfamiliar abbreviations should not be used. A hyperlink or reference to a more detailed job specification can be included in the "other information" field (see below). Capital letters should be used at the beginning of every sentence with one space after each comma, two spaces after each full stop and capitals at the beginning of person or place names. You may find it useful before saving your vacancy to select the text in the Job Description window, copy (Ctrl C) and paste it (Ctrl V) into a blank Word Document. Spelling and grammatical errors will be identified and can be corrected and copied back to appropriate box (es).

How to Apply: *

☐ Apply through eimams

☐ Apply Direct/Manually

Enter clear instructions on how to apply direct/manually for the job. Send the application pack including all the required documents.

Pension Provision: *

☐ Yes

☐ No

☐ Not Applicable

If Yes mention the appropriate pension type below.

☐ Additional Voluntary Contributions (AVC)

☐ Personal Pensions/Private Pensions

☐ Company Pension/Work Pensions/Pension Scheme

☐ Pensions Tax

☐ Self Invested Personal Pension (SIPP)

☐ Stakeholder Pensions

☐ State Pensions

☐ Unit Linked PensionUnit Linked Pension

☐ Unitised with Profits Pension

The list above applies only to UK applicants, for other countries please state appropriate pension type/s.

Monitoring/Equality: *

☐ Yes

☐ No

☐ Not Applicable

Indicate whether a monitoring form is required.

Equality Statement: *

☐ Yes

☐ No

☐ Not Applicable

If an employer equality statement is available, it should be entered here and will appear under "other information" in the published vacancy.

Eligible to work in: *

Please state if any eligibility is required for this vacancy i.e. Visa, Work Permit etc.

Are legal disclosures required?*

☐ Yes

☐ No

☐ Not Applicable

It is strongly recommended that you (as employer) understand what legal check requirements are and when recruiting an individual for tuition or working with children and or vulnerable individuals, that they (employee) have legal check clearance.

Confidentiality: *

☐ Yes

☐ No

Check the tick box if you have a valid reason for your name, address and contact details remaining confidential from applicants. If this is selected the employer's name and contact details will not appear on Job Listing. Employers must have a valid reason for withholding these details.

Accommodation: *

☐ Yes

☐ No

If accommodation is provided or assistance given with the sourcing of accommodation, this should be entered here.

Other Information:

How did you hear about us: *

☐ Advertisement

☐ Email/Newsletter

☐ Friends

☐ Leaflet/Poster

☐ Newspaper

☐ Search Engine

☐ Social Media

☐ Text Message

☐ TV Commercials

☐ Words of Mouth

☐ Terms and conditions of registering

By choosing to continue you will become a registered user and be able to sign into eimams.com site. We will use your contact information to send you relevant jobs that match your criteria, as well as contact you about other relevant goods and services available from eimams.com site. By continuing you are giving consent for us and our partner organisations to store cookies on your device to personalise your experience.

Once you have completed the form, please either email it to us: info@eimams.com or alternatively you can post it to us:

Address: 142 Stoney Stanton Road, Coventry, CV1 4FN, United Kingdom.