

Document Updated	SEPT17
Next Review	JUNE 2018



Please attach a recent colour photograph

1. Personal Details				
Title:		Gender:		
Surname:		First Name:		
Current address:				
Home telephone:		Mobile:		Work:
Email address:		Skype ID:		
Passport number:		Issue date:		Expiry date:
Date of Birth:		Nationality:		Do you hold a valid UAE residence visa? YES NO

2. Please list all of your qualifications starting with your most recent and working back to your final national/external schoolexams (e.g. A level):				
Year of Qualification	Type of Qualification	Subject	Qualifications obtained (Grade/Class)	Name of Institution

3. Details of relevant professional courses attended in the last 5 years		
Course attended	Dates	Details

4. Previous Employment: Most recent first. Please explain any periods of unemployment.			
Employer / name of school or company	Position	Country	Dates of employment and reason for leaving

5. Please summarise any interests or personal significant achievements

6. Additional Information : Please answer the following questions on A4 paper and return with your application form

1. How would you describe your key strengths in order of significance and what evidence can you give to justify your statements?
2. Why are you an especially strong candidate for this particular post?
3. Please describe your personality in one sentence
4. What experience/skills do you bring which will enhance the extra-curricular and general life of this community school?

7. Health / Absence from Work

How many days have you taken off work through illness in the last 2 years?

Please give details of the above and any on-going medical conditions or operations pending.

Are there any other underlying reasons why you would not be able to fulfil your professional responsibilities to the full?

8. Disciplinary Issues						
Have you been subject to disciplinary proceedings where the disciplinary sanction is still current or where proceedings are on-going? Please provide details.						
9. Pre-booked holidays						
Please declare any in-term holidays/time off booked for the current (if applicable) or next academic year.						
10. Referees: Please give details of two professional referees. One of your referees must be from the Head Teacher in your current school (if applicable).						
Name	Position	Address				
1.						
Telephone:		Email:				
2.						
Telephone:		Email:				
<p>It is school policy to take up references prior to interview – Please tick one of the following boxes:</p> <table border="1"> <tr> <td>I confirm JAS may contact the referees above prior to interview.</td> <td></td> </tr> <tr> <td>I prefer that JAS wait until after interview before contacting the referees. (Reasons for this will be discussed at interview)</td> <td></td> </tr> </table>			I confirm JAS may contact the referees above prior to interview.		I prefer that JAS wait until after interview before contacting the referees. (Reasons for this will be discussed at interview)	
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<p>Signed:_____</p> <p>Date:_____</p>						

11. Rehabilitation of Offenders Act 1974 (exceptions) order 1975		
<p>Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the UK Act. Applicants are therefore not entitled to withhold information about convictions which, for other purposes, are "spent" under the provisions of the Act. Any information provided will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. Failure to disclose such convictions could result in dismissal or disciplinary action by Jebel Ali School.</p>		
Date of last CRB check (or equivalent)		
Have you ever been arrested?	Yes	No
Have you had any criminal convictions?	Yes	No
If you have answered yes to either of the above questions, please provide further details		
<p>I give permission and authorisation for Jebel Ali School to contact the relevant Police Authorities for the purposes of obtaining information from their records regarding any past convictions, including spent convictions. I declare that the information provided on this form, and on any accompanying documents, is true to the best of my knowledge and belief.</p>		
Signed	Date:	

12. Declaration: Please read carefully before signing	
<p>I declare that the information given in this form is true and accurate and I understand that any offer of employment which may be made to me by Jebel Ali School is subject to this declaration.</p>	
Signed:	Date:

Please e-mail this completed form, along with written answer to the following questions to hr@jebelalischool.org:

Self-disclosure form to be completed by candidate

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Have you ever been known to any children's services department or to the police as being a risk or potential risk to children?		Yes
If yes, please provide further information:		
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?		Yes
If yes, please provide further information:		
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013?		Yes
If yes, please provide further information:		
Confirmation of declaration (tick box below)		
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.	
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.	
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.	
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.	
<input type="checkbox"/>	I have read and accept Jebel Ali School's Safer Recruitment Policy	
Signature of candidate:		
Print name:		
Date:		