

**DUBAI COLLEGE EMPLOYMENT APPLICATION FORM**

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| Post applied for: |  | | |
| Preferred First Name: |  | Surname: |  |

Thank you for your interest in working at Dubai College.

Please complete all sections of the application form (including Personal Details and Recruitment of Ex-offenders declaration) before submitting your application.

The application form can either be completed in black ink or electronically. Please continue on a separate sheet if there is insufficient room for your answers, marking the relevant section numbers at the top of the page.

All applicants will be short-listed based on the information provided on this form. A CV can be attached but only as an addition to your completed form.

Candidates invited to interview will be notified by email with unsuccessful candidates also notified by email. No applications will be accepted after the closing date. Completed applications should be returned to:

Annie Kirkaldy, Headmaster’s Assistant

Email: [headassist@dubaicollege.org](mailto:headassist@dubaicollege.org)

Telephone: + 971 4 3 999 111

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| 1. PERSONAL DETAILS: | | |
| Surname: | | Title: |
| Please list all previous surnames used: | | |
| First Name: | Middle Name: | |
| Current Address: | | |
| Mobile no.: | Home no.: | |
| Email Address: | | |
| What is your current notice period? | | |
| Where did you see this position advertised? | | |

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| 2. EDUCATION AND QUALIFICATIONS: | | | |
| *Please list below, in the relevant sections, all the establishments you have attended and any qualifications gained there. You will be asked to show proof of these qualifications if you are called to interview.* | | | |
| Secondary/High School(s) attended: | | | |
| Name and Location | Dates Attended | | Qualifications Attained  (Subject, Level and Grade) |
| From (mm/yy) | To (mm/yy) |
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| Colleges attended: | | | |
| Name and Location | Dates Attended | | Qualifications Attained  (Subject, Level and Grade) |
| From (mm/yy) | To (mm/yy) |
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| Universities attended: | | | |
| Name and Location | Dates Attended | | Qualifications Attained  (Subject, Level and Grade) |
| From (mm/yy) | To (mm/yy) |
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| Membership of Professional Bodies: | | | |
| Name of Professional Body | Level | Qualification | Date Achieved |
| Do you hold a PGCE? YES/NO If YES, subject: | | | |
| If the answer to the above question is ‘Yes’, have you completed your NQT year? | | | YES/NO |
| Do you have qualified teacher status? | | | YES/NO |
| Please supply your DfE reference number: | | |  |

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| Other Courses - *please list below any courses you have attended which are required for the position or are relevant to it (continue on a separate sheet if necessary)* | |
| Name of course, where completed and qualification attained | Date completed (mm/yy) |
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| 2. EMPLOYMENT HISTORY: | | | | |
| *Please supply a full history in chronological order (with start and end dates), starting with your current/most recent employer first, of all employment, self-employment and any periods of unemployment since leaving secondary education. You must provide, where appropriate, explanations for any periods not in employment, self-employment or further education/training and in each case reasons for leaving employment. Please continue on a separate sheet if necessary.* | | | | |
| Employment Dates | | Name and Address of Employer | Job Title and Brief Summary of Main Responsibilities of the Position | Reason for Leaving |
| From (mm/yy) | To (mm/yy) |
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| Current Salary: |
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| 4. GAPS IN EMPLOYMENT HISTORY: | | |
| *If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates.* | | |
| Dates | | Reason for gap in employment |
| From (mm/yy) | To (mm/yy) |
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| 5. LEISURE/NON-WORK ACTIVITIES: |
| *Outline any particular interests that may be of benefit to the co-curricular life of Dubai College:* |
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| 6. EXISTING CONTACTS WITHIN DUBAI COLLEGE: | |
| *In order to ensure an unbiased selection process, please indicate if you know or are related to any existing employees or students at the school, and if so, your relationship to them.* | |
| Are you a past or present parent of a Dubai College student? | YES/NO |
| Contact Name and Position at Dubai College | Relationship to you (e.g. friend, neighbour, sibling) |
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| 7. SUPPORTING INFORMATION: |
| *Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of this post.* |
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| 8. REASONS FOR LEAVING YOUR CURRENT ROLE: |
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| 9. REFEREES: | | |
| *Please supply the names and contact details of three people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does not involve work with children, then your second referee should be from 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. References will be requested if candidates are called to interview. The school reserves the right to take up references from any previous employer.* | | |
| Referee 1 | May we contact this referee prior to interview? | YES/NO |
| Name: |  | |
| Full address: |  | |
| Telephone: |  | |
| Email: |  | |
| How do you know this person? |  | |
| Occupation: |  | |
| Referee 2 | May we contact this referee prior to interview? | YES/NO |
| Name: |  | |
| Full address: |  | |
| Telephone: |  | |
| Email: |  | |
| How do you know this person? |  | |
| Occupation: |  | |
| Referee 3 | May we contact this referee prior to interview? | YES/NO |
| Name: |  | |
| Full address: |  | |
| Telephone: |  | |
| Email: |  | |
| How do you know this person? |  | |
| Occupation: |  | |
| ***Please note that any employer, whom we contact for a reference, will be asked to declare if you have been subject to any substantiated allegations or concerns that have been raised (whether formally or informally) about you relating to the safety and welfare of children and young people and, if so, the outcome.*** | | |

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| 10. ACCOMMODATION NEEDS, IF APPOINTED TO DUBAI COLLEGE: |
| Spouse/Partner:  Children (please give ages): |

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| 11. INFORMATION REQUIRED FOR DISCLOSURE AND BARRING CHECKS: | | | | | | |
| Date of Birth: | | | Nationality: | | | |
| Have you worked with children during your employment? | | | | | YES/NO | |
| Have you undertaken volunteer work involving children? | | | | | YES/NO | |
| *Previous Address - if you have been resident at your current address for less than five years, please provide all previous addresses during that period.* | | | | | | |
| Full Address and Postcode (if UK) |  | | |  | | |
| Resident at this address: | From: | To: | | From: | | To: |

**CRIMINAL RECORD**

Any offer of employment is conditional upon Dubai College obtaining an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the College considers satisfactory. The College applies for an Enhanced check for Regulated Activity from the DBS (which includes prohibition checks) in respect to all positions at the College. It is unlawful for the College to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. If you are successful in your application you will be required to complete a DBS application form and provide proof of your identity and your most recent address.

All convictions, cautions, reprimands and final warnings must be declared, subject to the DBS filtering rules, information on which can be found here:

[https://www.gov.uk/government/publications/dbs-filtering-guidance](https://www.gov.uk/government/publications/dbs-filtering-guidance%20)

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

If you have a criminal record this will not automatically bar you from employment; each case will be objectively assessed by Dubai College in relation to the nature of the employment applied for, and the nature of the offence concerned.

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| Before answering these questions please see the information on spent convictions and the DBS filtering rules | |
| Have you been convicted by any court of any criminal offence? | YES/NO |
| Is there any relevant court action pending against you? | YES/NO |
| Have you ever received a caution, reprimand or final warning from the police? | YES/NO |
| *If you answered ‘Yes’ to any question above, please provide details on a separate sheet. This can be sent in separately and marked ‘Confidential – for Headmaster only’ if candidates prefer.* | |

All offers of employment are subject to:

* Satisfactory references received
* Proof of qualifications
* Disclosure, barring and prohibition checks
* Local or overseas police check if necessary

**DECLARATION**

I agree and am aware that, should I be successful in this application, Dubai College will apply to the Disclosure and Barring Service for criminal record and prohibition checks. I understand that, should the checks not be to the satisfaction of the school, any offer of employment may be withdrawn or my employment terminated.

Any offers of employment will be subject to the production of a valid passport or birth certificate. In addition, all employees must provide copies of qualifications required in the job description and must have them verified and attested at their own cost prior to beginning any employment at Dubai College.

***If it is discovered that you have given any information which you know to be false, or if you withhold any relevant information, your application may be rejected or any subsequent employment with us terminated.***

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| **DECLARATION**   * I declare that the information I have given is, to the best of my knowledge, accurate and complete. * I confirm that I am not on the Children’s Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body. * I understand that providing false information is an offence which could result in my application being rejected or (if information comes to light after my appointment) my employment being terminated, and may amount to a criminal offence. * I consent to Dubai College processing the information given on this form, including any ‘sensitive’ information, as necessary during the recruitment and selection process. * I consent to Dubai College making direct contact with the people specified as my referees to verify any references received. | |
| Signed: | Date: |