Please **do not** submit a separate CV / letter of application

*Please attach a recent*

*passport size photograph*

*Low resolution, max 500kb*

|  |  |
| --- | --- |
| **Name:** |  |
| **Post Applying For:** |  |
| **Current Post:** |  |
| **Current Employer:** |  |
| **Current Location:** |  |
| **Current Salary:** |  |
| **Degree Type(s) and Subject (s):**  |  |
| **Other subjects qualified to teach and to which level:** |  |
| **Do you have QTS?****(*Documentation will need to be provided)*** |  |
| **Email Address:** |  |
| **Contact Number:** |  |
| **Nationality:** |  |

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Forename(s)** |  |
| **Current Address** |  |
| **Post Code:** |  | **Country:** |  |
| **Skype Address** |  | **Home Telephone:** |  |
| **Work Telephone** |  | **Marital Status** |  |
| **Date of Birth** |  | **Age** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Spouse Name** |  | **Nationality** |  |
| **Spouse Date of Birth** |  | **Spouse Age** |  |

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| --- | --- |
| **Will your spouse be accompanying you to Dubai?** |  |
| **Is your spouse seeking employment with the school?** |  |
| **If Yes, please state which position** |  |
| **If No, please state profession of spouse** |  |
| **Children (Please state name, sex, age & DOB)** |  |

**Employment** – *Please list all previous employment,* ***starting with the present post held***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer** | **Brief Description of Main Responsibilities** | **From (mm/yy)** | **To (mm/yy)** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer** | **Brief Description of Main Responsibilities** | **From (mm/yy)** | **To (mm/yy)** |
|  |  |  |  |
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**Career Gaps**

*Please detail the reasons for any gaps in your career.*

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**Please indicate any other experience which may be relevant to the post (e.g., unpaid work, voluntary activities, representation on committees etc.)**

|  |  |  |
| --- | --- | --- |
| **Description** | **From (mm/yy)** | **To (mm/yy)** |
|  |  |  |

**Education** – *Please state details of education and qualifications.* ***List most recent first***

|  |  |  |  |
| --- | --- | --- | --- |
| **School / College / University** | **From (mm/yy)** | **To (mm/yy)** | **Qualification(s) & Subjects** |
|  |  |  |  |
|  |  |  |  |
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**Other Training**

*Please give information about any training completed (e.g. in-service courses} to which you would like to draw our attention to. Please also note membership of any professional organisation:*

|  |
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**Health**

|  |  |
| --- | --- |
| **Please indicate number of days taken as sick leave from work in the past two years** |  |
| **Have you had any serious illness or been in hospital in the past five years?** |  |
| **If Yes, then please give details** |  |

**Employment References (*must include present / most recent employer who must be the Headteacher or Principal)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Position** |  |
| **School / Organisation** |  |
| **Address** |  |
| **Post Code** |  | **Country** |  |
| **Email** |  |
| **Contact No.** |  |
| **May we take up this Reference before interview?** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Position** |  |
| **School / Organisation** |  |
| **Address** |  |
| **Post Code** |  | **Country** |  |
| **Email** |  |
| **Contact No.** |  |
| **May we take up this Reference before interview?** |  |

**Declaration: Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

Due to 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 Dubai English Speaking School/College.

|  |  |
| --- | --- |
| **Have you had any criminal convictions?** |  |
| **If Yes, please provide details** |  |

I give permission and authorisation for Dubai English Speaking School/College to contact the appropriate 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.

I agree that the content of this form and of any accompanying documents may be treated as part of the Contract of Employment agreed between myself and Dubai English Speaking Secondary School/College

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |

**Safeguarding of Children**

The College/School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers who work with the school to share this commitment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Yes** | **No** |  | **Yes** | **No** |
| **Have you ever been on List 99?** |  |  | **Have you ever been disqualified from working with children?** |  |  |
| **Do you have any police convictions or cautions?** |  |  | **Other than a maiden name, have you been known by a former name?** |  |  |
| **Have you/do you suffer with any long term or pre-existing medical condition(s) that could prevent you from being fit to teach children and young people?** |  |  |  |  |  |

***If you have ticked yes to any of the above questions, please give details below.***

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**Employment of Relatives**

All applicants are required to declare if any of their relatives work for DESC, failure to declare this information correctly and accurately will be viewed negatively if such information is revealed at a later date, and may lead to disciplinary action.

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| --- | --- | --- |
|  | **Yes** | **No** |
| **Do you have any relatives working at DESS or DESC?** |  |  |
| ***If you have ticked yes, please provide details below.*** |
| **Name** | **Job Title** | **DESS** | **DESC** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |

**Letter of Application**

Please submit a Letter of Application (in the space provided on the following pages), which outlines your vision and strengths and the contribution you can make to our school.

Thank you for taking the time to complete this application form.

We appreciate you wishing to apply to join our team and look forward to receiving this application.

**Please note that only shortlisted candidates will be contacted.**

**Dubai English Speaking School and College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'**