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| ***CONFIDENTIAL***APPLICATION FORM FOR THE POST OF **RECEPTION CLASS TEACHER** |
| **Personal Details** |
| Surname:Previous Surnames: | Forenames: |
| Mr/Mrs/Miss/Ms/Dr | Date of Birth: |
| Address: | Contact Telephone Details:Home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Can you be contacted at work? Yes/No |
| Marital Status:  | Number of Children: Ages of Children: |
| Do you hold a current full driving licence?Yes/No | NI Number (if applicable): |
| Employment Details |
| Current (or most recent) Employment |
| Job Title: |
| Name and Address of Employer: |
| Date Commenced: | Reporting To: |
| Present Salary: | Notice Period Required: |
| Reason for Leaving: |

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| Briefly outline the major tasks and responsibilities in your current role |
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| **Employment History (Most recent first)** |
| Employer & Address | From-To | Job Title and Main Responsibilities | Reason for Leaving |
| **Please tell us why you have applied for the post and give examples of things you have done that make you particularly suited to the job? (Continue and attach a separate sheet if necessary)** |
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| **Education/Training & Development Details** |

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| **Secondary Education History** |
| Establishment | From-To | Qualification Awarded (Subject & Level) |
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| **Further/Higher Education History** |
| Establishment | From-To | Qualification Awarded (Subject & Level)  |
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| **Professional Qualifications/Membership of Professional Bodies** |
| Professional Body/Organisation | From-To | Programme/Qualification |
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| **Supplementary Information** |
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| **References**Please supply the details of three referees and state in what capacity the referee knows you. At least one should be your present (or most recent) employer and another should be a person who can comment from a different perspective on your performance in your current/previous role(s).  |
| Name: | Name: | Name: |
| Job Title: | Job Title: | Job Title: |
| Address: | Address: | Address: |
| Tel No:Email: | Tel No:Email: | Tel No:Email: |
| Relationship: | Relationship: | Relationship: |

If you do not wish us to contact your referee(s) without your prior consent, please place an asterisk against their name(s)

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| **Where did you see this post advertised:** |

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| **Convictions** |
| Have you ever been found guilty of a criminal offence? **Yes/No**If yes, please provide details on a separate sheet and send in a separate email titled ‘Confidential’.Previous convictions will not automatically bar candidates and convictions will only be considered in relation to the post for which you have applied. Successful applicants from the UK will be required to provide their most recent enhanced DBS certificate. Applicants from overseas will be expected to provide the equivalent from their last country of residence. |

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| **Data Protection** |
| Information from this form will be processed in accordance with the UK Data Protection Act 1998. By signing this form, I agree to this data being held and processed by King’s College Doha and its affiliates. If I am appointed to the post I also agree to further information, including sensitive data (e.g. bank details, medical information etc) being held and processed by King’s College Doha. |
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| **Acknowledgment of Applications** |
| You will receive an email notification soon after your application has been received. Due to the high number of applications we expect to receive you will only be contacted again if we wish to invite you for interview. If you have not heard from us within one week of the closing date, you should assume that your application has been unsuccessful on this occasion. |
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| I confirm that the information given by me is correct. I understand that if I give false information or withhold relevant information it could result in my dismissal.Signature of Applicant: …………………………………………………………………Date: …………………………………………………. |

**Please return your completed application form to:** **philippaibbs@kingscollegedoha.com**