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| Position applied for: |  |

| Section 1: Personal details | | | | | | |
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| Title:  Dr/Mr/Mrs/Miss/Ms | Forenames: | Surname: | | | | |
| Date of birth: | | Former name: | | | | |
| Preferred name: | | | | |
| Teacher's registration number (if applicable): | |  | | | | |
| Address: | | Telephone number(s):  Home:  Work:  Mobile:  Email address: Skype name: | | | | |
| Do you have Qualified Teacher status? | | | Yes |  | No |  |
| Details of teaching qualification: | | | | | | |

| Section 2: Education  Please start with most recent | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of  school/college/university | Dates of attendance | | | Examinations | | | |
|  |  | | | Subject | Result | Date | Awarding body |
|  | From: (dd/mm/yy) | | |  |  |  |  |
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| To: (dd/mm/yy) | | |  |  |  |  |
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| Name of  school/college/university | Dates of attendance | | | Examinations | | | |
|  |  | | | Subject | Result | Date | Awarding body |
|  | From: (dd/mm/yy) | | |  |  |  |  |
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| Section 3: Other vocational qualifications, skills or training  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | | | | | | |
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| Section 4: Employment | | | | | | |
| Current / most recent employer: |  | | | | | |
| Current / most recent employer's address: | | | | | | |
| Current / most recent job title: |  | | | | | |
| Date started: | Date employment ended (if applicable): | | Current salary / salary on leaving: | | | |
| Do you / did you receive any employee benefits? | | Yes | |  | No |  |
| If so, please provide details of these: | | | | | | |
| Reason for seeking other employment: | | | | | | |
| Please state when you would be available to take up employment if offered: | | | | | | |

| Section 5: Previous employment and / or activities since leaving secondary education  Please continue on a separate sheet if necessary | | | | | |
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| Dates | | | Name and address of employer | Position held and / or duties | Reason for leaving |
| From: | | |  |  |  |
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| Dates | | | Name and address of employer | Position held and / or duties | Reason for leaving |
| From: | | |  |  |  |
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| Section 6: Gaps in your employment  If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates. |
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| Section 7: Interests  Please give details of your interests, hobbies or skills - in particular any which could be of benefit to QF Schools for the purposes of enriching its extra curricular provision. |
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| Section 8: Suitability  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 person specification 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 the post. Continue on a separate sheet if necessary. |
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| Section 9: Criminal records and childcare disqualification | | | | | |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence? | Yes |  | No |  |
| Is there any relevant court action pending against you? | Yes |  | No |  |
| If answering "YES" to any of the above, please provide the following information on a separate sheet and send this in a sealed envelope marked "confidential" with your application form:   * details of the order, restriction, conviction or caution and the date that this was made; * the relevant court or body and the sentence, if any, which was imposed; and * a copy of the relevant order or conviction. | | | | |

| Section 10: References  Please supply the names and contact details of three people whom we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. No referee should be a relative or someone known to you solely as a friend. QF Schools intends to take up references for all shortlisted candidates before interview unless otherwise indicated. The School reserves the right to take up references from any previous employer. EU applicants MUST secure permission from referees before providing their details. | | | | | | | |
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| Referee 1 | | | | Referee 2 | | | |
| Name: | | | | Name: | | | |
| Organisation: | | | | Organisation: | | | |
| Address: | | | | Address: | | | |
| Telephone number: | | | | Telephone number: | | | |
| Occupation: | | | | Occupation: | | | |
| May we contact prior to Interview? | | | | May we contact prior to interview? | | | |
| Yes |  | No |  | Yes |  | No |  |
| Referee 3 | | | | Referee 4 (optional) | | | |
| Name: | | | | Name: | | | |
| Organisation: | | | | Organisation: | | | |
| Address: | | | | Address: | | | |
| Telephone number: | | | | Telephone number: | | | |
| Occupation: | | | | Occupation: | | | |
| May we contact prior to Interview? | | | | May we contact prior to interview? | | | |
| Yes |  | No |  | Yes |  | No |  |

| Section 11: Recruitment | | |
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| It is QF Schools’ policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training. All new appointments are subject to a probationary period.  QF Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  If your application is successful, QF Schools will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. | | |
| Section 12: Declaration | | |
| * I confirm that the information I have given on this application form is true and correct to the best of my knowledge. * I confirm that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body in any country. * I confirm **that I am not subject to a direction which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.** * **I confirm that I have permission to disclose any information relating to third parties that is included in this application.** * I understand that providing false information could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * I consent to QF Schools processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. * I consent to QF Schools making direct contact with the people specified as my referees to verify the reference. | | |
| Signed: |  |  |
| Date: |  |  |
| **Where this form is submitted electronically and without signature, electronic receipt of this form by QF Schools will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 12.** | | |

**Self-Declaration Form**

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| Name………………………………………………………………………  Position………………………………………………………………….  Please answer all of the questions below and then sign and date the declaration at the end of this form.  Please circle either Yes or No for each question on this form. If you circle Yes to any question then you must provide the following information in writing:  1 Details of the order, restriction, conviction or caution and the date that this was made;  2 The relevant court or body and the sentence, if any, which was imposed; and  3 Provide a copy of the relevant order or conviction. | | |
| Have you ever been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any criminal offence? | Yes | No |
| Have you been cautioned for, or convicted of, any offences against children whether in Qatar or in another country? | Yes | No |
| To the best of your knowledge has anyone living or working in your household been cautioned for, or convicted of any offences against children whether in the Qatar or in another country? | Yes | No |
| Have you been cautioned for or convicted of any offences against adults whether in Qatar or in another country? | Yes | No |
| To the best of your knowledge has anyone living or working in your household been cautioned for or convicted of any offences against adults whether in Qatar or in another country? | Yes | No |
| Have you ever been barred from working with children? | Yes | No |

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| To the best of your knowledge has anyone living or working in your household ever been barred from working with children? | Yes | No |
| Have your children ever been taken into care? | Yes | No |
| To the best of your knowledge has anyone living or working in your household ever had their children taken into care? | Yes | No |
| Have your children ever been the subject of child protection or child care order? | Yes | No |
| To the best of your knowledge have the children of anyone living or working in your household ever been subject to a child protection or child care order? | Yes | No |
| Have you ever been subject to a prohibition or restriction in relation to the private fostering of children or any application for private fostering? | Yes | No |
| To the best of your knowledge has anyone living or working in your household ever been subject to a prohibition or restriction in relation to the private fostering of children or any application for private fostering? | Yes | No |
| I confirm that I have completed this form to the best of my knowledge and that I have not knowingly withheld any relevant information. I understand that a failure to disclose relevant information now, or the providing of false information, may result in the termination of my employment or the withdrawal of an offer of employment.  I understand that I am under an on-going duty to disclose to QF Schools any change in my circumstances which results in my being disqualified from working in early or later years provision including becoming disqualified by association.  I consent to the School retaining this Self-Declaration Form, and any other relevant information disclosed, on my confidential personnel file for the duration of my employment and for as long as is reasonably necessary after my employment ends.  **Signature ………………………………………………….**  **Position…………………………………………………….**  **Date …………………………………………………………** | | |