



Guidelines for Completing the Doha College Application Form

1. **Current and Home Country Address Details**

Candidates must always complete this section.

2. **Address History**

All countries where the candidate has resided must be listed, including the country of residence since birth. There should be no gaps in the address history, even if the stay was only for 1–2 months.

3. **Education Details**

- All education history must be included with no gaps. Please specify the months covering summer holidays or school breaks.
- Candidates should provide all the Months & Years in the information

4. **Work History**

- If the candidate is currently unemployed, this must be clearly stated in the form.
- If the candidate worked part-time while studying or held two jobs simultaneously, this must be clearly stated in the form.
- Volunteer or unpaid work should be included in the appropriate section.
- Candidates should provide all the Months & Years in the information

5. **References**

Candidates must provide the official work email addresses of all referees. Referees must still be employed at the relevant school or organisation. Email addresses from personal domains (e.g. Gmail, Yahoo, Hotmail) will not be accepted.

- **Referee 1 (Current / Most Recent Employer):**

The reference must be provided by the current Principal, Headteacher, or Head of School. If the candidate is not currently working in a school, the referee must be the line manager or a representative from Human Resources.
- **Referee 2 & 3:**

References should cover the last ten years of employment. Additional referees may be added if required.

 - For previous school employers, referees should be the Principal, Headteacher, Head of School, or Human Resources.
 - For candidates who have not worked in a school, referees should be a previous line manager, HR representative, or someone with access to safeguarding information.
- **Character References:**
 - Character referees are typically individuals who know the candidate personally but are not immediate family members. They should hold a trusted position within the local community, such as a neighbour, doctor, teacher, or respected family friend. A suitable referee should be well-regarded, respected, supportive, and objective.
 - A character reference will be requested if the candidate is currently unemployed or to cover periods during which the candidate was not employed. The candidate must provide the official work email address of the chosen referee; personal email addresses will not be accepted.