

JOB APPLICATION FORM (ALL ACADEMIC POSITIONS)

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Post Applied For:			
First Name:		Middle Name:	Last Name:
Current Address:		Telephone (Home):	
		Telephone (Work):	
Permanent Address:		Mobile:	
		Email address:	
Date of Birth:	Place of Birth:	Gender: Male ☐ Female ☐	
Sexual Orientation:	Ethnicity:	Religion:	Nationality:
Marital Status: Single ☐ Married ☐ Other:			
Children: Yes ☐ No ☐		Number of Children:	
Age of Children:		If they require Schooling, please fill details at the end of this form	
How many family members (spouse and children) will accompany you while relocating to Qatar?			
Qatar ID #:		Notice period from current employer=	
Do you have eligibility to work in Qatar? Yes ☐ No ☐ Residency ☐ / Work Permit ☐			
Please let us know who is your sponsor/employer in Qatar?			
Do you have a valid Qatar Driving License? Yes ☐ No ☐			
Where you ever employed/Interviewed by Ta'allum Group or its entities in the past Yes ☐ No ☐			
If Yes, when and which Entity:			
Do you have relative(s)/friend(s) currently or in the past, employed at Ta'allum Group Yes ☐ No ☐			
If Yes, please state their name(s) and position(s):			
Current Compensation & Package:		Expected Compensation & Benefits:	

1) Education & Qualifications

Please give details of any professional, technical, academic or vocational qualifications (to include the award body and date the award was issued), including dates of admission and name of School/College/University.

Name of Institution, Place and Country	Degree Taken	Full time/Part time/Distance Learning	Year Of		Grades/ Division	Main Subjects/ Specialization
			Entry	Passing		

If shortlisted for interview, you will be required to bring proof (original hard copies) of your qualifications with you.

Teaching Specific Qualifications:

Do you have Qualified Teaching Status: ☐ YES ☐ NO QTS Date (dd/mm/yyyy) QTS Ref# _____
Name and date of examination qualifying candidate for recognition as Qualified (non graduate) Teacher:
Professional training following degree course, e.g. PGCE (give dates):
ECT training programme: Completion Date (dd/mm/yyyy)
Supplementary courses (one term or more) or Advanced Diploma course attended and result:

2) Medical History

- a) Do you suffer from any medical conditions: YES/NO. If YES, please give brief details (e.g. diabetes, Hypertension etc.)
- b) Do you require regular medication for any condition: YES/NO
- c) Do you suffer from any allergies? : YES/NO (if yes please provide details)
- d) Do you have any from Learning Disabilities? : YES/NO (if yes please provide details)
- e) Do you have from any form of Visual Impairment? : YES/NO (if yes please provide details)

3) Employment History:

Starting with your present/last occupation, please give details in the columns provided. Include any part time or voluntary work as well as full-time employment, include start and end dates, explanations for periods not in employment and reasons for leaving employment. Please feel free to continue this section on an additional page.

Teaching Specific Employment History Details- Full Time: (please enter in chronological order)

Duration of Service		Name of School/College	Gender & Number of Students in School	Age Range	Key Stage/ Subjects Taught	Position Held	Reason for Leaving
From Date	Till Date						

Notice Period required from your current job to join us: _____

Part-time and or Non - Teaching Employment History Details:

Duration		Name of Employer	Nature of Business	Position Held	Reason for Leaving
From	To				

4) References:

Please give names and addresses of two referees, one of which must be your current/last employer. (If you are not currently working in an environment with children, but have done in the past, your 2nd reference must be your last employer in an environment working with children.)

We do not accept references from relatives and or people writing solely in the capacity of friends.

Reference 1: (from present or most recent employer)	
Title and Name of referee:	
Position:	
Name and address of organisation:	
Relationship to you:	
Work email:	
Telephone:	
	Referees will be approached if you are shortlisted for interview – please confirm your acceptance of this by ticking this box: ☐
Reference 2:	
Title and Name of referee:	
Position:	
Name and address of organisation:	
Relationship to you:	
Work email:	
Telephone:	
	Referees will be approached if you are shortlisted for interview – please confirm your acceptance of this by ticking this box: ☐

5) DISCLOSURE OF CRIMINAL BACKGROUND, DECLARATION / ACKNOWLEDGMENT

1. Please declare any and or all family or close relationship to current active employee(s) at Ta'allum Group. YES ☐ NO ☐ Please give details: (Employee Name, Academy Name, Department, Position, Relationship)
2. Do you have any convictions, cautions, reprimands or final warnings, whether in the United Kingdom or in another country? No ☐ Yes ☐ If Yes, please provide details:
3. Have you been convicted of any criminal offence? No ☐ Yes ☐ If yes, please give details of conviction(s) and dates:
4. Have you been charged with any offence, which has not yet been brought to trial? No ☐ Yes ☐ If yes, please give details of the charge and date of hearing (if known):
5. Are you included in any list of people barred from working with children by the Disclosure and Barring Services (DBS) or the NCTL (National College of Teaching and Leadership)? No ☐ Yes ☐ If Yes, please provide details:
6. Is anyone in your household disqualified from working with children? (This could include a spouse, flatmate, tenant or person employed to work in your house). No ☐ Yes ☐ If Yes, please provide details:
7. Have you ever been subject to any disciplinary action in a previous position or had any allegations made against you? No ☐ Yes ☐ If Yes, please provide details:

8. Please note it is required to disclose any convictions, cautions, reprimands and or final warnings issues to and or against you. Please sign the statement below or attach details in a sealed envelope marked confidential. Failure to disclose any criminal offences could lead either to your application being rejected or - if appointed - to dismissal and or appropriate legal action, if it is subsequently learned that you have had any criminal convictions.

IT IS HERE BY DECLARED THAT I AM NOT ON THE DEBARRED LIST, DISQUALIFIED FROM WORKING WITH CHILDREN, SUBJECT TO SANCTIONS IMPOSED BY A REGULATORY BODY, E.G. THE GENERAL TEACHING COUNCIL (GTC) AND OR ANY RELEVANT AUTHORITY, AND HAVE NO CONVICTIONS OR BINDOVERS."

SIGNED: _____ DATE: _____

9. If you are currently registered with the DBS Update Service, please provide your registration number and the date it was originally issued: _____

10. In order to promote a safer recruitment and selection in an Education organization, you are required to read Ta'allum Group recruitment and selection notes, application form, job description and Ta'allum Groups Child Protection Policy and Statement. Please sign below to confirm you have read the document listed above.

SIGNED: _____ DATE: _____

11. I confirm that to the best of my knowledge and belief, the information provided in this document is correct. I understand and hereby give my consent to this information being used only for the purposes of recruitment and candidate monitoring. I am aware that giving false information is an offense and could result in the application being rejected or summary dismissal, if selected, and possible appropriate legal action.

SIGNED: _____ DATE: _____

Important Notes:

1. This form shall be signed by the applicant. If submitted online, candidate must sign hard copy upon joining.
2. For shortlisted applicants, references will normally be taken up prior to interview. If you have any concerns with this please let us know (this could potentially delay your start date if you are appointed and/or result in the need for a further interview.)
3. If the applicant is currently working with children, on either a paid or voluntary basis, the current employer will be asked about disciplinary offences relating to children, including any in which the penalty is 'time expired', whether there have been any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.
4. All the questions in this form (including requirements for dates) are included for the purposes of Child Protection and Safer Recruitment Guidance. Should the applicant have any concerns relating to these questions, please feel free write us separately.
5. The successful applicant will be required to provide an Enhanced Disclosure from the DBS and or similar from country of stay.
6. The successful applicant will be required to submit fit to work certificate prior to hiring and will be asked to attend a medical examination in Qatar after hiring.

****Children Details for Schooling (if required and eligible):**

Name	Age	Gender	Nationality	Relation	Year Group for Schooling

School HR Verification: ☐ Job application filled by the applicant & all information verified Comments: (If Any) HR Officer - Name & Signature Date:	Head Office HR Verification: Form Receiving Date: _____ ☐ Cross checking of vacant position availability ☐ Candidate meet all requirements of the post Comments: (If Any) HR Officer - Name & Signature Date:

The Human Resource Department
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Doha, State of Qatar

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