

APPLICATION FORM

STRICTLY PRIVATE & CONFIDENTIAL

Please complete all boxes in type or black ink



King's College
DOHA

Application for the post of		Where did you see this post advertised?	
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PERSONAL DETAILS

Forename		Title	
Surname		Date of Birth	
Previous Surname		Place of Birth	
Address		Telephone No (Home)	
		Telephone No (Work)	
		Telephone No (Mobile)	
Nationality		Email	
Do you have Qualified Teacher Status?	Yes No	Skype ID	
If you have QTS, what year was it obtained?		Can you be contacted at work?	Yes No
DFE Number (if applicable)		Passport No	
Marital Status		QID Number (if applicable)	
Age/Sex of Children (if applicable)		If you are currently based in Qatar, please confirm whether you are: Sponsored by your employer Sponsored by your spouse	
Is your partner seeking a position at King's College Doha?	Yes. Please state the position: No. Please state their occupation: 	Are you related to or do you maintain a close relationship with an existing employee, volunteer, or affiliates of King's College Doha? Yes No	
Do you hold a current full driving licence?	Yes No	Do you consider yourself to have a disability? If yes, please state the nature of it and the adjustment required: 	
Country of Issue (if applicable)			

EMPLOYMENT DETAILS

Employer (or most recent)

Date Commenced

Job Title

Reporting To

Address of Employer

Present Salary

Notice Period Required

Total No of Students (if applicable)

Reason for Leaving

Age Range (if applicable)

Type of School (if applicable)

Government

International

Independent

Other. Please specify:

Briefly outline the major tasks and responsibilities in your current role including level of teaching.

Employment History (Most recent first)

Employer		Age Range (if applicable)		
Address of Employer		Total no of Students (if applicable)		
		Type of School (if applicable)	Government Independent	International Other. Please specify:
From - To				
Job Title and Main Responsibilities (including level of teaching)				
Reason for Leaving				

Employer		Age Range (if applicable)		
Address of Employer		Total no of Students (if applicable)		
		Type of School (if applicable)	Government Independent	International Other. Please specify:
From - To				
Job Title and Main Responsibilities (including level of teaching)				
Reason for Leaving				

Employer		Age Range (if applicable)		
Address of Employer		Total no of Students (if applicable)		
		Type of School (if applicable)	Government Independent	International Other. Please specify:
From - To				
Job Title and Main Responsibilities (including level of teaching)				
Reason for Leaving				

If applicable, please give an explanation for any gaps in employment (when not in education or training).

Supporting Statement: please tell us why you have applied for this position, how you meet the requirements of the role, and provide examples of your achievements that highlight your suitability (Please keep the maximum word count to 750).

Education and Professional Development Details

Secondary Education History

From	To	Name of School or College	Qualification Awarded (Subject & Level)

Further or Higher Education Theory

From	To	Name of Establishment	Qualification Awarded (Subject & Level)

Professional Qualifications/Membership of Professional Bodies/Relevant Training Courses

From	To	Professional Body/Organisation	Qualification Awarded (Subject & Level)

Supplementary Information

Please give details of sports,
languages and/or other activities that
you can offer

Interests

Clubs and Associations

References: Please supply the details of three professional referees and state in what capacity the referee knows you. One should be your present (or most recent) line manager.

Referee 1

Name	Job Title	Relationship
Tel No	Email	Address

Referee 2

Name	Job Title	Relationship
Tel No	Email	Address

Referee 3

Name	Job Title	Relationship
Tel No	Email	Address

Please note:

Professional references from relatives or from people writing solely in the capacity of friends will not be accepted.

We may approach referees to ask them for information to verify particular experiences or qualifications. If you are currently working with children, on either a paid or voluntary basis, your current employer will also be asked about disciplinary offences relating to children, including any for which the penalty is time expired [that is where a warning could no longer be taken into account in any new disciplinary hearing for example] and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, we will ask the employer who most recently employed you in work with children about these issues.

We will seek references on all long-listed candidates and may take up references prior to interview. Please inform us if you do not wish us to contact your current employer at this stage.

Education and Professional Development Details

Due to the nature of the work of this post you are required to give details of criminal offences for which you have been convicted. For the purposes of this application, guidance and criteria on protected convictions, cautions, reprimands or final warnings can be found on the Disclosure & Barring Service website, provided below:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Have you ever been found guilty of a criminal offence?

Yes

No

All applicants are required to complete Appendix A.

Disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s).

Successful applicants will be required to consent to an enhanced check by the Disclosure and Barring Service (DBS) or equivalent.

Data Protection

By signing this form, I agree to this data being held and processed and 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 by King's College Doha and its affiliations.

Internet Search and Social Media Check

The School may carry out an internet search and social media check on shortlisted candidates. The purpose of this is to help identify any incidents, issues or concerns relating to the candidate's suitability to work in an environment with children and behaviour that does not support good safeguarding principles. Any concerns will then be explored at interview and prior to appointment. By submitting an application, the candidate is consenting to these checks being carried out.

Declaration by the Applicant

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

Submission of Form

King's College Doha is part of EduReach Education's network of Schools. Please return your completed application form by email to careers@kingscollegedoha.com

APPENDIX A

CRIMINAL RECORD SELF DECLARATION FORM



King's College
DOHA

Section 1

Name		Start Date	
Role Applied for			

Section 2

Have you received a conviction, caution, reprimand or a warning which has been recorded on a police central record, (includes 'spent' and 'unspent' convictions) or has any information been held locally by police forces that are grounds to be considered relevant, since your last declaration?

- Yes. Provide the relevant information below.
- No. Please go to Section 3 of the form.

Date of Offence	Offence	Conviction/Pending

Section 3

- Do you wish to provide further information?
- Yes. Provide the relevant information below.
 - No. Please go to Section 4 of the form.

Additional Information:

Section 4

Declaration

I declare that the information I have provided in relation to criminal convictions, prosecutions pending, and cautions is accurate.

I agree that further enquiries that are considered necessary may be undertaken, including a full police check.

Name (please print)	
Signature	
Current Address	
Date	