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| **CONFIDENTIAL**  Place Image Here  **APPLICATION FORM FOR THE POST OF** | | |
| **Personal Details** | | |
| Surname:  Previous Surnames: | | Forenames: |
| Nationality: | | Type of Sponsorship: |
| Mr/Mrs/Miss/Ms/Dr | | Date of Birth: |
| Address: | | Contact Details:  Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Skype: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  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 | | Iqama Number (if applicable):  DFE 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 |
| Employer & Address | From-To | | Job Title and Main Responsibilities | | | Reason for Leaving |
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| 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** | | | | | | |
| **Secondary Education History** | | | | | | |
| Establishment | | From-To | | Qualification Awarded (Subject & Level) | | |
|  | |  | |  | | |
| **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** | | | | | | |
| **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: | |
| Company: | | Company: | | | Company: | |
| 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 attach it with your application in a document marked ‘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 an enhanced DBS that’s no more than 6 months old. Applicants from overseas will be expected to provide the equivalent from their last country of residence. |

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| **Data Protection Act (1998)** |
| 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 The World Academy 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 The World Academy and its affiliates, in accordance with the Act. |
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| **Safeguarding** |
| The World Academy is committed to safeguarding and promoting the welfare of children and expects all staff to respect this commitment.The post is subject to applicants providing a satisfactory Police Clearance Certificate (an ICPC certificate if applying from the UK) from their home country that is less than 6 months old.  By applying to this post, you agree to your data being held and processed by The World Academy and its affiliates. If you are appointed to the post you also agree to additional information, including sensitive data such as bank details and medical information, being held by The World Academy and its affiliates. |
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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 via the TES portal. Should you have any questions please email** [h.tashkandy@twa.edu.sa](mailto:h.tashkandy@twa.edu.sa)