

Current Employment

| | | |
|---|--|----------------------------|
| Current/ most recent employer (Name of school/organisation) | Current/most recent employer's address | |
| Current/most recent job title | Date started | Date ended (if applicable) |
| Brief description of responsibilities | | |
| Current salary/salary on leaving | Reason for seeking other employment | |
| Please state when you would be available to take up employment if offered | | |

Employment History:

Please detail your employment since leaving secondary education beginning with the most recent first. Please continue on a separate sheet if necessary.

| Employment dates From / To | Name and Address of Employer | Position held and/or duties | Reason for leaving |
|----------------------------|------------------------------|-----------------------------|--------------------|
| | | | |

Gaps in your Employment

Please provide details of any gaps in your employment history, e.g. a sabbatical year or parental leave

| Dates Start / End | Reason for gap | Address / location during gap | Reason for leaving |
|-------------------|----------------|-------------------------------|--------------------|
| | | | |
| | | | |

Please continue on a separate sheet if necessary.

Please provide details of any professional development or training that you have received which you consider to be relevant to the role for which you have applied.

Family Details

**Is your spouse seeking employment with the school
(please specify roles of interest?)**

| Name | Gender | Age | Date of Birth |
|------|--------|-----|---------------|
|------|--------|-----|---------------|

[illegible]

Interests:

Please provide details of any hobbies or other activities which you pursue

References: Please give the name, address and telephone number of two contactable referees, one of whom must be your most recent employer, preferably represented by the Headteacher or Principal. If your current/most recent employment does/did not involve work with children, then your second referee must be from the employer with whom you most recently worked with children. No referee should be a relative or someone known to you solely as a friend, and they must be someone to whom you report(ed) - not a peer colleague. **References for shortlisted candidates will be taken up prior to interview unless a specific request is made by the candidate to instruct otherwise.**

| | |
|----------------------------------|----------------------------------|
| Name | Name |
| Position | Position |
| Relationship to applicant | Relationship to applicant |
| Full postal address | Full postal address |
| Telephone | Telephone |
| Email | Email |

Please continue on a separate sheet if necessary.

A letter of application containing an account of your suitability for this post should accompany this form.

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UAE?

Yes ☐ No ☐

If yes to the above, are there any factors that would restrict your ability to obtain a valid work permit? Give details.

Health

Health record:

Please estimate the number of days' absence taken due to sickness in the last two years:

The School is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the School complies with its obligations. A disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to have a disability?

If you wish, please give further details here

If so, do you require any special arrangements to enable you to attend interview?

Are you currently being treated for any communicable/ infectious disease/s?

Any offer of employment will be conditional upon the verification of the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the responses to which will be assessed by the School's medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School's medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician.

Criminal Records

An offer of employment from the Amity Education Group is conditional upon them receiving a Disclosure from the UK Disclosure and Barring Service (**DBS**) which the School considers to be satisfactory, and/or a satisfactory criminal record search being undertaken in your current country of residence. Amity International School will not employ anyone who is barred from working with children. If you are successful in your application you will be required to complete a DBS Disclosure and/or international equivalent. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.

If you have a criminal record this will not automatically debar you from employment at AIS Abu Dhabi.

- Have you been convicted by the courts of any criminal offence? Yes ☐ No ☐
- Is there any relevant court action pending against you? Yes ☐ No ☐
- Have you ever received a caution, reprimand or final warning from the police? Yes ☐ No ☐

If 'YES' to any of the following, please provide details on a separate sheet in a sealed envelope marked "Confidential" and forward to the Principal with your Application form.

Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.

The School 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, the School 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 12 months. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the School to retain your details if your application is unsuccessful? Yes ☐ No ☐

Would you be interested in roles at other Amity schools? Yes ☐ No ☐

How did you hear about this vacancy?

TES ☐ School website ☐ Word of mouth ☐ Other (please specify) ☐

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 work with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which 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 the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature:

Date:

Signed:

Date:

Please attach with this, a letter of application addressed to Mr Adrian Frost, Principal, Amity International School, Abu Dhabi and a full CV to Ms Lucky Budod, Staff Liaison Officer staffliaison@amityabudhabi.ae

This post is exempt from the Rehabilitation of Offenders Act. Amity International School is committed to safeguarding and promoting the welfare of children; all successful applicants will be subject to an enhanced DBS disclosure.

Amity International School, Abu Dhabi is an Equal Opportunities Employer.

Amity International School, Abu Dhabi is committed to safeguarding and promoting the welfare of children and young people and expects all its employees and volunteers to share this commitment. All employees resident in the UAE are subject to the laws of the United Arab Emirates and its regulator.

October 2019