



The ARBOR School

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

(Teaching Position)

Date: _____

Position applied for: _____

How did you find out about this role? _____

*All data shall be kept strictly confidential and remains solely for recruitment purposes. All information shall be kept securely on file and deleted after twelve months in the event of an appointment **not** being made.*

1. PERSONAL DETAILS			
Title:			
Forename(s):			
Surname:			
Any former names:			
Nationality:		Date of Birth (dd/mm/yy)	
Marital status:			
Number of dependents and dates of birth (if any. Please complete below):			
Dependent's full name as per passport		DoB	Relationship
Gender			
1.			
2.			
3.			
4.			
Is your spouse seeking employment and if so, in which position?			
Your full residential address:			
Home/mobile telephone no:			
Email address:			
Skype ID:			
Home international airport:			

2. EDUCATION- Qualification achieved from secondary, higher and further education		
Please give details of your education and any qualifications obtained with the most recent first. This should include any qualifications you are currently studying for. You will be required to produce original attested documents or a certified attested copy of your relevant qualifications for visa and/or KHDA approval.		
Institute/ University/ College/ High School	Qualifications and grades achieved	Date Awarded

3. TEACHER TRAINING, OTHER PROFESSIONAL QUALIFICATIONS AND MEMBERSHIPS			
Institute or Association	Full Time/Part Time	Qualification and Grades Achieved	Date (dd/mm/yy)
Membership of Professional Teaching Association		Membership Number	Date (dd/mm/yy)

4. IN-SERVICE COURSES AND ADDITIONAL ACHIEVEMENTS		
Title of training programme/course	Awarding Body	Date

5. CURRENT/LAST EMPLOYMENT	
Employers name:	
Employers address/telephone number:	
Position(s) held:	
Reason for leaving:	
Salary/benefits details:	
Date of appointment:	
Date free to take up appointment:	
If you worked in the UAE previously, have you completed the terms of your employment contract? If not, please explain.	
Have you mutually finalised your exit process? This includes Visa and Labour Cancellation. If not, please explain.	

6. PREVIOUS EMPLOYMENT

Starting with the most recent employment, list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. You must provide explanations for any gaps or periods not in employment, training or education since leaving secondary or high school education.

From	To	Name of employer	Position held	Full time/part time	School type (Early Years, Primary/ Secondary)	Age Range taught	Reason for leaving

7. HEALTH – TASD is an equal opportunities employer. A medical condition is defined a disease, illness or injury; any physiological, mental or psychological condition or disorder.

Do you consider yourself to have a long-term medical condition?

Yes
 No

If 'yes', please select from the list below that describes your impairment:

Long standing illness or health condition <input style="float: right; margin-left: 10px;" type="checkbox"/>	Mental health condition <input style="float: right; margin-left: 10px;" type="checkbox"/>	Physical or mobility impairment <input style="float: right; margin-left: 10px;" type="checkbox"/>	Sensory impairment <input style="float: right; margin-left: 10px;" type="checkbox"/>
---	---	---	--

If other, please specify:

Are there any special arrangements you might require to attend an interview? If yes, please provide details:

If offered the position applied for are there any arrangements or adjustments that TASD would need to make to enable you to carry out the role? If yes, please provide details:

Any offer of employment will be conditional upon the verification of the successful applicant's medical fitness for the role.

8. LANGUAGES SPOKEN

Languages	Writing	Speaking	Competency Level
English	<input type="checkbox"/> YES <input type="checkbox"/> No	<input type="checkbox"/> YES <input type="checkbox"/> No	
Arabic	<input type="checkbox"/> YES <input type="checkbox"/> No	<input type="checkbox"/> YES <input type="checkbox"/> No	
Other: please specify			

What is your native language / mother tongue?

Note: It is mandatory requirement that you are proficient in both written and spoken English

9. DECLARATION OF INTEREST / CODE OF CONDUCT

Employees must not allow personal and/or private interests to influence their conduct as employees. In particular, all applicants (and existing employees) are required to inform T ASD if they have any other current employment and also if they have an interest in a private enterprise that may represent a conflict of interest. If T ASD considers that there is a conflict of interest (as a result of information disclosed) you will not be considered for employment.

Signature: _____

Date: _____

10. CRIMINAL CONVICTIONS

In accordance with child protection guidelines, I agree that the school may approach any previous employer for a reference.

You must declare all convictions you may have. In event of employment, failure to disclose a conviction could result in dismissal or disciplinary action by T ASD.

***Have you ever been convicted of a criminal offence or is there any criminal proceedings pending against you? YES/ NO**

You will be required prior to employment commencing to provide up to date police certificate of good conduct or equivalent certification. Employment is conditional upon T ASD receiving a police certificate of good conduct or equivalent certification which T ASD considers to be satisfactory.

I acknowledge that any offer of employment will be provisional pending a Disclosure application to the Criminal Records Bureau in respect of the applicant.

To the best of my knowledge the information given on this form is true and complete. I acknowledge that any false statement may be sufficient cause for the rejection of my application or, if employed, for dismissal.

Signature: _____

Date: _____

11. REFERENCES

Please give the name, address, telephone/fax numbers and email address of THREE referees, one of which should be your current headteacher, principal and previous headteacher/principal. We may contact any referee or previous employer without further reference to you, unless you request otherwise. If you so request, please give details below

Reference 1

Name:	
Work Email:	
Telephone no. (include country code + area code)	
Position:	
Company:	
Relationship to applicant: <i>Principal/Headteacher/Chair of Governors or similar in current place of employment.</i>	

Reference 2

Name:	
Work Email:	
Telephone no. (include country code + area code)	
Position:	
Company:	
Relationship to applicant:	

Reference 3

Name:	
Work Email:	
Telephone no. (include country code + area code)	
Position:	
Company:	
Relationship to applicant:	

DECLARATION

- I declare that the information I have provided is complete and a true statement.
- I confirm that that I am not disqualified from working with children or subject to sanctions imposed by the regulatory body.
- I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue, or inaccurate then TASD shall be entitled to withdraw any offer of appointment or terminate the contract of employment.
- I understand that the information provided on this application form will be used to form the basis of a personal file and computerized personnel record should an offer of appointment be made.

Signature:

Print Name:

Date:



CRIMINAL DECLARATION FORM

1. Do you confirm that there have been no allegations against you concerning child abuse or inappropriate behaviour with children?
 Yes No
2. Do you confirm that there is no reason why you should not be working with children?
 Yes No
3. Do you declare that you have no prior convictions for any crime (other than minor traffic offences)?
 Yes No
4. Do you certify that there are no criminal charge(s) pending against you before any court (other than minor traffic offences)?
 Yes No
5. Do you declare that you have never been convicted of, suspected of, or charged with, child abuse?
 Yes No
6. Do you consent irrevocably to affiliates or agents seeking and/or being provided with any or all information from any police, court or other government authority or official body relating to convictions, previous convictions, (including “spent” convictions) or pending charges against you in any country?
 Yes No

Evidence of a criminal history, that may be unrelated to any risk of harm to children, will not automatically preclude a person from being or remaining employed, however, we do operate in accordance with UAE labour law.

The requirement for full and honest disclosure during the screening process shall be a condition of initial and ongoing engagement. In signing this form, you declare that if you are successful in your application, you will notify the Principal should there be a significant change in your circumstances that relates to the screening process; for example, criminal offence charges and convictions, restraining orders, injunctions, intervention orders, disciplinary proceedings and investigations.

I understand my responsibilities to safeguard children.

OR

I have opted not to answer one or more of the above questions and ask that a follow up conversation be arranged between myself and the Principal at the Arbor School.

NAME OF APPLICANT:

SIGNATURE OF APPLICANT:

DATE:
