**A picture containing arrow

Description automatically generated**

**Teaching Post Application Form**

Please **do not** submit a separate CV / letter of application

Insert Photo Here

|  |  |
| --- | --- |
| **Name:** |  |
| **Post Applying For:** |  |
| **Current Post:** |  |
| **Current Employer:** |  |
| **Current Location:** |  |
| **Current Basic Salary:** |  |
| **Additional Benefits, e.g., Housing, Medical etc** |  |
| **Teaching Qualification(s):** |  |
| **Do you have QTS?** |  |
| **Other subjects qualified to teach?** |  |
| **Nationality:** |  |
| **Email Address:** |  |
| **Contact Number:** |  |
| **Skype Address:** |  |

**Where did you hear about the vacancy?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DESSC Website** |  | **Social Media** |  | **TES** |  | **ExpatWoman** |  |
| **Friend** |  | **DESSC Employee** |  | **Other *(please specify)*** |  | | |

Thank you for taking the time to complete this application form.

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Forename(s)** |  |
| **Current Address** |  | | |
| **Post Code** |  | **Country** |  |
| **Work Telephone** |  | **Marital Status** |  |
| **Date of Birth** |  | **Age** |  |
| **Spouse Name** |  | **Nationality** |  |
| **Spouse Date of Birth** |  | **Spouse Age** |  |

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| **Will your spouse be accompanying you to Dubai?** |  |
| **Is your spouse seeking employment with the school?** |  |
| **If Yes, please state which position** |  |
| **If No, please state profession of spouse** |  |
| **Children (Please state name, sex, age & DOB)** |  |

**Employment** – *Please list all previous employment,* ***starting with the present post held***

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| --- | --- | --- | --- |
| **Name of Employer** | **Brief Description of Main Responsibilities** | **From (mm/yy)** | **To (mm/yy)** |
|  |  |  |  |
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**Subject Information**

*Please detail below the subjects you are able to teach and to what level – including your main subject.*

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| --- | --- | --- | --- |
| **Subject(s)** | **To which level**  **(GCSE, A Level, BTEC)** | **Exam Board(s)** | **No. Years Experience** |
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**Career Gaps**

*Please detail the reasons for any gaps in your career.*

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**Please indicate any other experience which may be relevant to the post (e.g., unpaid work, voluntary activities, representation on committees etc.)**

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| --- | --- | --- |
| **Description** | **From (mm/yy)** | **To (mm/yy)** |
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**Education**

*Please state details of education and qualifications.* ***List most recent first***

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| --- | --- | --- | --- |
| **School / College / University** | **From (mm/yy)** | **To (mm/yy)** | **Qualification(s) & Subjects** |
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**Other Training**

*Please give information about any training completed (e.g. in-service courses} to which you would like to draw our attention to. Please also note membership of any professional organisation:*

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**Employment References**

Three references are required, one must be from your present / most recent employer, followed by a further two references in chronological order as highlighted in your employment history.

**Reference 1 (*must include the Headteacher or Principal of your present / most recent employer)***

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| --- | --- | --- | --- | --- |
| **Name** |  | **Position** |  | |
| **School** |  | | | |
| **Address** |  | | | |
| **Post Code** |  | **Country** |  | |
| **Email** |  | | | |
| **Contact No.** |  | **May we take up this Reference before interview?** | |  |

**Reference 2 – (previous employer)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | **Position** |  | |
| **School** |  | | | |
| **Address** |  | | | |
| **Post Code** |  | **Country** |  | |
| **Email** |  | | | |
| **Contact No.** |  | **May we take up this Reference before interview?** | |  |

**Reference 3 – (previous employer)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  | **Position** |  | |
| **School** |  | | | |
| **Address** |  | | | |
| **Post Code** |  | **Country** |  | |
| **Email** |  | | | |
| **Contact No.** |  | **May we take up this Reference before interview?** | |  |

**Health**

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| --- | --- | --- |
| **Please indicate the total number of days taken as sick leave from work in the past two years** | |  |
| **Have you had any serious illness or been in hospital in the past five years?** | |  |
| **Do you have any existing or pre-existing medical conditions?** | |  |
| **If Yes, then please give details, including treatment and medication** |  | |

**Disclosure**

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| **Do you have any criminal convictions or cautions?** | |  |
| **Have you ever been disqualified from working with children?** | |  |
| **Other than a maiden name, have you been known by a former name?** | |  |
| **If you have replied yes to any of the above, please provide further details.** |  | |

**Employment of Relatives**

All applicants are required to declare if any of their relatives work for DESSC, failure to declare this information correctly and accurately will be viewed negatively if such information is revealed at a later date and may lead to disciplinary action.

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| **Do you have any relatives working at DESS or DESC?** | |  |
| ***If you have replied yes, please provide details below.*** | | | | | |
| **Name** | **Job Title** | | | **DESS** | **DESC** |
|  |  | | |  |  |

**Safer Recruitment**

DESC is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers who work with the school to share this commitment.  Applicants must be willing to undergo a rigorous screening process that includes: verification of qualifications, birth certificate and passport; obtaining three satisfactory references (including current / most recent employer and two previous employers); providing a Police Certificate(s) for the last five years from all countries that the applicant has resided in; Prohibition Checks (for applicants with a UK background).  Any employment gaps on the application form will be addressed during interview and may be explored further.

**By signing below, I confirm that I have read and agree to the following statements:-**

* I confirm that the information contained in this application is true and correct at the time of completion.
* I agree that the content of this form and of any accompanying documents may be treated as part of the Contract of Employment agreed between myself and Dubai English Speaking College.
* I understand that failure to disclose or falsify information may result in the withdrawal of a job offer or termination of contract.
* I give consent to the backgrounds checks as explained in the Safer Recruitment Statement.

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| **Signed** |  | **Date** |  |

**Please detail below any additional information to support your application (*max one page, size 12 font*)**

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