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**Non-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** |  |
| **Nationality:** |  |
| **Email Address:** |  |
| **Contact Number:** |  |

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

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

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

**Personal Information**

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| --- | --- | --- | --- |
| **Passport Surname** |  | **Passport Forename(s)** |  |
| **Business Surname *(If surname to be used at work is different to passport surname)*** |  | **Business First Name *(If first name to be used at work is different to passport first name)*** |  |
| **Current Address** |  |  |  |
| **Country** |  | **Marital Status** |  |
| **Date of Birth** |  | **Do you have a visa?** |  |
| **Do you have children currently at DESS – Primary or DESS - College** |  | **If Yes, please state which year groups** |  |

**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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**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 reference in chronological order as highlighted in your employment history.

**Reference 1 (*must include 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 provide further details, including treatment, names of medication, dosage amount and frequency of 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 DESS, 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 – Primary or DESS - College** | |  |
| ***If you have replied yes, please provide details below.*** | | | | | |
| **Name** | **Job Title** | | | **DESS Primary** | **DESS College** |
|  |  | | |  |  |

**Safer Recruitment**

DESS is dedicated to equal opportunities and prioritises the safety and well-being of children, young people, and its staff. All individuals associated with DESS are expected to uphold this commitment. Prospective applicants must consent to a thorough screening process, including verification of qualifications, providing a birth certificate, and passport; securing three satisfactory references (including the current/most recent employer and one prior employer); providing Police Certificates from all countries of residence for the past five years; and Prohibition Checks for those with a UK background. Employment gaps indicated on the application form will be discussed during the interview process and may be further investigated

**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 Schools.
* 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 additional information to support your application. Please note that it is mandatory to complete the below and must be a maximum of one page *(size 12 font)*.**

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