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**CONFIDENTIAL Staff Application form**

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| **Position applied for:** |

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| **Section 1 – Personal details** | | |
| Title: | Forename(s): | Surname: |
| Date of birth: | | Former name: |
| Preferred name: |
| Address:  Skype ID: | | Home Telephone No.:  Mobile No.:  Email address: |
| Are you related to or do you maintain a close relationship with an existing or past employee, volunteer, Governor or Trustee of North London Collegiate School (UK), NLCS Jeju, or NLCS Dubai? If so, please provide details. | | |

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| **Section 2 – Education & Professional Qualifications**  Please start with the most recent and continue on a separate sheet if necessary. This form can be filled below using each row for a different institute. | | | | | |
| **Name of Institution** | **Dates of attendance**  **From: To:** | **Examinations** | | | |
| Subject | Result  (Grade) | Date | Awarding body |
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| **Section 3 – Current or most recent employment** | | |
| Current / most recent employer: | Current / most recent employer’s address: | |
| Current / most recent job title: | | Date started: |
| Brief description of responsibilities: | | Date employment ended (if applicable): |
| Current salary / salary on leaving (AED/ other currencies): | Reason for seeking other employment: | |
| Please state when you would be available to take up employment if offered: | | Current visa status (applicable if currently in the UAE): |

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| **Section 4a – Previous employment since leaving secondary education**  Please continue on a separate sheet if necessary. This form can be filled below using each row for a different employer. | | | |
| **Dates**  **From / To** | **Name and address of employer** | **Position held and / or duties** | **Reason for leaving** |
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| **4b - Gaps in your Employment**  Please provide details of any gaps in your employment history, e.g. a sabbatical year or parental leave | |
| **Dates**  **From / To** | **Reason** |
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| **Section 5 – Professional Development**  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. | | |
| **Date completed** | **Course / activity name** | **Location / Provider** |
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| **Section 6 – Family Details** | | | | | |
| Name of Husband / Wife | Date of Birth: | | Profession / Country where your spouse is employed: | |
| Is your spouse seeking employment with the school (please specify roles of interest)? | | | | | |
| Visa status (applicable if currently in the UAE)? | | | | | |
| Children (Please list gender, age and D.O.B): | | | | | |
| **Name** | **Gender** | **Age & DOB** | | **Visa Status** | |
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| **Section 7 – Interests**  Please provide details of any hobbies or other activities, which you pursue. |
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| **Section 8 – References**  Please supply the names and contact details of two people who may be contacted for references. One of these must be your current or most recent employer. No referee should be a relative or someone known to you solely as a friend, and they should not be/have been 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: |

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| **Section 9 – Criminal records** |
| An offer of employment from the NLCS Dubai operating company is conditional upon them receiving a satisfactory criminal record search being undertaken in your current country of residence.  If you have a criminal record this will not automatically debar you from employment at NLCS Dubai. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure (a copy of which is available on request).   * 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. |

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| **Section 10 – Health** |
| 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 be disabled?   If you wish, please give further details here -   * Are there any special arrangements you might require to attend an interview?   If yes, please give details here -   * If offered the position applied for (on the basis of the job description provided) are there any arrangements or adjustments that the School would need to make to enable you to carry out the role?   If yes, please give details here -  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. |

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| **Section 11 – 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, 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  |

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| **Section 12 - 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. * I am aware that all or part of the information provided on this form may be used and processed by North London Collegiate School International for recruitment and personnel administration and for equality monitoring and that the school may search social media and other sites if shortlisted during the selection process in order to find information about me that is in the public domain.     Signature: Date: |

**Please ensure that you have read the Further Particulars for your preferred role before making an application.**

Your covering letter should be addressed to:

Mr. Jon Locke,

Principal, NLCS Dubai

**Candidates should send their application form and letter of application**

**by email to: recruitment@nlcsdubai.ae**

**Closing date:** As stated in the Further Particulars of the role for which you are applying.