**Confidential Applica**A close-up of a logo

Description automatically generated with medium confidence

**Application Form**

**Part 1 - Personal Details**

**PLEASE COMPLETE IN FULL OTHERWISE YOUR APPLICATION WILL NOT BE CONSIDERED**

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| **Your Details -** *Please type only, no handwriting.* | | | |
| Position applied for:  School: | Title:  Mr.  Ms. Mrs.  Dr. | | Full Name (as per passport): |
| Preferred name: | Maiden Name: | | List other names you have been known by/alias names: |
| Gender:  Male Female | Date of birth:  Age: | | Place of birth (City/Country): |
| Nationality: | Marital status: | | Religion: |
| Telephone Numbers:  Home:  Mobile:  Work:  Home Country: | | Email addresses:  Personal:    Work: | |
| If you have resided or worked in UK, it is **mandatory** you provide your National Insurance Number: | | NI Number: | |
| Full residential address in UAE: | Home Country address: | | Home International Airport: |

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| **Passport and Immigration Information – If you have more than one passport, please provide all passport details** |

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| Country issuing Passport: | Passport No: | Passport Expiry Date: |
| Emirates ID number: | Sponsorship Status:  Husband’s visa  Employer’s visa  Golden visa  Mother/Father’s visa  Tourist/on arrival visa  Other – please state | List any other Citizenships or passports held in your name or any alias or other names (previous/current): |

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| **Family Details – Spouse and children** |

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| Full Name: | Occupation: |
| Child Name: | Date of Birth:  Current School:  Current Year Group:  Are you seeking a school place:  Yes  No  Already at JESS |
| Child Name: | Date of Birth:  Current School:  Current Year Group:  Are you seeking a school place:  Yes  No  Already at JESS |
| Child Name: | Date of Birth:  Current School:  Current Year Group:  Are you seeking a school place:  Yes  No  Already at JESS |

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| *Note: Candidates must apply through the online portal for a school place. JESS* ***may*** *provide a contribution to school fees for dependent children attending JESS as per the school policy**as is* ***applicable to the role*** *applied for and* ***staff salary and benefits policy*** *and* ***completion of Verification of Benefits Form*** *to support that* ***no other tuition******support*** *is available. Please note that places are* ***strictly*** *offered subject to place availability and meeting the entrance requirements. If a school place is not available JESS* ***will not*** *provide any financial contribution to school fees in lieu.* |

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| **Your Health, Absence, Accompanying Dependents Health** | |
| *JESS is an equal opportunities employer. The purpose of the following questions is to ensure that JESS complies with its obligations.* | |
| Do you consider yourself to have a disability?  If yes, please provide further details: |  |
| Are there any special arrangements you might require attending an interview?  If yes, please provide details: |  |
| If offered the position are there any arrangements or adjustments that JESS would need to make to enable you to carry out the role?  If yes, please provide details: |  |
| How many days have you taken off work through illness in the last 3 years?  Please provide details: |  |
| Do you have any ongoing chronic medical conditions or operations pending?  If yes, please give details for medical insurance application (if applicable) and disclosure to include medication/treatment etc. |  |
| Are there any other underlying reasons why you would not be able to fulfil your professional responsibilities to the full?  If yes, please provide details: |  |
| Do any of your accompanying family have a medical condition which could potentially make it difficult for you to complete a fixed term contract?  If yes, please provide details: |  |
| Please provide details of any pre-booked holidays during term time for the current/next academic year: |  |

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| **Criminal Convictions and Conduct** | |
| *All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance.* ***You must declare****all summonses, arrests, convictions, cautions, warnings, reprimands, current investigation or pending criminal proceedings and professional misconduct proceedings (****past or current****) irrespective of whether they are considered ‘spent’. In the event of employment, failure to disclose any summonses, arrests, convictions, cautions, warnings, reprimands, current investigation or pending criminal proceedings or professional misconduct proceedings (****past or current****) may result in disciplinary action and termination of employment.*  ***JESS will require as part of safer recruitment require you to submit a police clearance certificate for each country you have worked or resided in and an enhanced DBS and ICPC if you have worked or resided in the UK before you can commence employment. A Prohibition check will also be carried out.***  ***Please answer all questions below*** | |
| Have you ever been **arrested or convicted** of a criminal offence (in any country) or are there any **criminal proceedings or investigations pending** against you?  If yes, please provide details: |  |
| Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children and young people? If yes, please provide details: |  |
| Have you been the subject of any disciplinary investigation and/or sanction by any organization due to concerns about your behavior towards children and young people? If yes, please provide details: |  |
| Have you ever been subject to disciplinary procedures where the disciplinary sanction is still current or where proceedings are ongoing?  If yes, please provide details: |  |
| Have you been prohibited from teaching or working in a nursery, school, college or university in any country or jurisdiction? If yes, please provide details: |  |
| Have you been barred from working with children or young people? If yes, please provide details: |  |
| Have there been any low-level concerns raised against you or have you self-referred yourself to your employer? If yes, please give details: |  |
| Is there anyone in your household who has been or is currently under investigation or has been convicted of any offences against children or young people? If yes, please provide details: |  |

**Part 2 - Qualifications and Employment History**

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| **QUALIFICATIONS** |

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| **Secondary/College/University Degree** | | | | |
| *Please give details of secondary and university/tertiary education and qualifications obtained with the most recent first. This should include any qualifications you are currently studying for. You will be required to produce attested copies of your relevant qualifications together with transcripts of all modules studied as part of your degree for visa and/or KHDA approval. These documents are to be translated into English. The original certificates are to be brought to HR for verification purposes.* | | | | |
| University/College/School and address  **Please state if open university** | From:  (dd-mm-yy) | To:  (dd-mm-yy) | Qualification Title | Class of Degree |
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| **Masters/NPQ** | | |
| *Please give details of Masters/NPQ qualifications obtained with the most recent first. This should include any qualifications you are currently studying for. You will be required to produce attested copies of your relevant qualifications together with transcripts of all modules studied as part of your degree for visa and/or KHDA approval. These documents are to be translated into English.*  *The original certificates are to be brought to HR for verification purposes.* | | |
| University and address  **Please state if open university** | Qualification Obtained | Year Awarded |
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| **Professional Qualifications and Memberships** | | | | | |
| *Please give details of your professional qualification(s) obtained. This should include any qualifications you are currently studying for. You will be required to produce attested copies of your relevant qualifications together with transcripts of all modules studied as part of your degree for visa and/or KHDA approval. These documents are to be translated into English.*  *The original certificates are to be brought to HR for verification purposes.* | | | | | |
| Institute Attended and address:  **Please state if open university** | Dates attended: | Qualification | | Year Awarded | Expiry Date: (if applicable) |
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| **Membership of Professional Association** | | | **Membership Number (if applicable)** | | **Date:**  **(dd-mm-yy)** |
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| **Teacher Registration Number (TRN) - MANDATORY** | |
| *Please list below all the teacher registration numbers you have for each country you have worked in:* | |
| Teacher Registration Number (TRN): | Country: |
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| **Courses/Workshops and additional achievements** | | |
| *Please provide all the related certificates of attendance related to CPD and other I workshops/courses in last 5 years. Please continue on a separate sheet if needed.* | | |
| Title of training program/course | Course Provider | Date: (dd-mm-yy) |
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| **UAE EDUCATION AUTHORITIES INFORMATON** |

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| **Evidence of Meeting KHDA Specific Requirements** | |
| Do you have KHDA approval? | Yes  No |
| Have you passed the Ministry of Education Pedagogy Test | Yes  No |
| Have you passed the Ministry of Education Specialization Test in your cycle and for your subject | Yes  No |
| Have you received a Transitional Licence | Yes  No |
| Have you received a Certified Licence | Yes  No |

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| **LEISURE ACTIVITIES** |
| **LEISURE/NON-WORK ACTIVITIES** – Please list your leisure interests, sports and hobbies, other non-work-related activities: |
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| **EMPLOYMENT HISTORY including gaps in employment** |

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| **Current or Most Recent Employment** | |
| Employers name/Self Employed  Address  Telephone number: |  |
| Dates of appointment: | From: To: |
| Type of Employment: | Full Time  Part Time  Supply |
| Current Notice Period or End date of Contract: |  |
| All position(s) held and corresponding dates: |  |
| Age range of school (if applicable): |  |
| Reason for leaving: |  |
| Monthly Salary **excluding** benefits listed below: |  |
| Other Benefits received: (Housing Allowance, Living Allowance, | Housing Allowance (amount):  Accommodation:  Medical Insurance:  Flight Allowance (amount):  School Places (how many, discounted or free): |
| Annual Leave Entitlement: |  |
| What is your monthly salary expectation for the role applied **excluding** benefits? | AED |
| What is your monthly salary expectation for the role applied **including** benefits? | AED |

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| **Previous Employment** |
| *List all paid employment, voluntary work since leaving university. Please continue on a separate page if required.*  ***We reserve the right to approach any of the previous employers/organizations listed in this section to confirm the details you have supplied.*** |

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| Name, address and telephone number of school or employer/Self Employed: | |
| Full Time  Part Time  Supply | Early Years ☐ Primary ☐ Secondary ☐ |
| Dates employed from: | Dates employed to: |
| Position held: | Final salary excluding benefits: |
| Reason for leaving: | |

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| Name, address and telephone number of school or employer/Self Employed: | |
| Full Time  Part Time  Supply | Early Years ☐ Primary ☐ Secondary ☐ |
| From: | To: |
| Position held: | Final salary excluding benefits: |
| Reason for leaving: | |

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| Name, address and telephone number of school or employer/Self Employed: | |
| Full Time  Part Time  Supply | Early Years ☐ Primary ☐ Secondary ☐ |
| From: | To: |
| Position held: | Final salary excluding benefits: |
| Reason for leaving: | |

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| Name, address and telephone number of school or employer/Self Employed: | |
| Full Time  Part Time  Supply | Early Years ☐ Primary ☐ Secondary ☐ |
| From: | To: |
| Position held: | Final salary excluding benefits: |
| Reason for leaving: | |

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| Name, address and telephone number of school or employer/Self Employed: | |
| Full Time  Part Time  Supply | Early Years ☐ Primary ☐ Secondary ☐ |
| From: | To: |
| Position held: | Final salary excluding benefits: |
| Reason for leaving: | |

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| --- | --- |
| Name, address and telephone number of school or employer/Self Employed: | |
| Full Time  Part Time  Supply | Early Years ☐ Primary ☐ Secondary ☐ |
| From: | To: |
| Position held: | Final salary excluding benefits: |
| Reason for leaving: | |

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| **Gaps in Education or Employment History** | | |
| *Please explain* ***each period*** *where there has been* ***a gap in your education or employment history of more than 3 months****.* | | |
| From (Month & Year) | From (Month & Year) | Reasons for gap in employment history |
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**Part 3 – References, HR Contacts and Background Checks**

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| Please provide the name and email contact details for three (3) **professional referees** from whom we will request a reference on your suitability for the role applied for. One must be your current or most recent employer and if a teacher your current or most recent Headteacher or School Principal. References from friends/relatives will not be accepted. It is our policy to take up email references prior to the interview. Please ensure the email provided is current.  It is part of our safer recruitment and vetting policy to contact referees prior to interview. Please indicate if we can contact any one or more of your referees prior to the interview.  I give permission to contact my references prior to the interview.  I give permission to contact my references prior to the interview excluding my current employer.  I do not give permission to contact my references prior to the interview.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **REFERENCE 1 – CURRENT OR MOST RECENT EMPLOYER** | | | |
| Name: | Surname: | | Title:  Mr.  Ms.  Mrs.  Dr. |
| Relationship to candidate: | Organization: | | Position: |
| Mobile telephone number:  *(Please include country code + area code):*  Work telephone number:  *(Please include country code + area code):* | | Work email address:  Personal email address:  **HR representative name and email address for pre-employment checks is required:** | |

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| **REFERENCE 2** | | | |
| Name: | Surname: | | Title:  Mr.  Ms.  Mrs.  Dr. |
| Relationship to candidate: | Organization: | | Position: |
| Mobile telephone number:  *(Please include country code + area code):*  Work telephone number:  *(Please include country code + area code):* | | Work email address:  Personal email address:  **HR representative name and email address for pre-employment checks is required:** | |

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| **REFERENCE 3** | | | |
| Name: | Surname: | | Title:  Mr.  Ms.  Mrs.  Dr. |
| Relationship to candidate: | Organization: | | Position: |
| Mobile telephone number:  *(Please include country code + area code):*  Work telephone number:  *(Please include country code + area code):* | | Work email address:  Personal email address:  **HR representative name and email address for pre-employment checks is required:** | |

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| ONLINE and SOCIAL MEDIA SEARCHES:  Online and Social Media searches are required as part of our shortlisting process. If you are shortlisted for interview an appropriate online search will be undertaken. Any information will be treated as confidential and will only be used in relation to the role for which you have applied. I understand that online and Social Media searches will be conducted on my name (s) if I am shortlisted for the role I have applied for. I am also aware that JESS may want to explore anything they find with me.  The following are my account details  Instagram: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert account name)  Facebook:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert account name)  X (formerly Twitter):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert X handle)  LinkedIn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert name)  TikTok:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( insert account name)  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| PROHIBITION CHECKS:  As part of our safeguarding and vetting checks we will undertake a prohibition and barring check s. Any information will be treated as confidential and will only be used in relation to the role for which you have applied.  I understand that prohibition and barring checks will be conducted if I am shortlisted for the role I have applied for and I have provided all relevant information such as my National Insurance number, Full name(s), Date of Birth and Teacher Registration Numbers for each country in which I was registered as a teacher. I am also aware that JESS may want to explore anything they find with me.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| DECLARAION   * I declare that the information I have provided is complete and true to the best of my knowledge and belief. * I understand that any offer of appointment and subsequent employment is strictly subject and conditional on this declaration and safer recruitment checks and if my application is incomplete, untrue, or inaccurate then JESS shall be entitled to withdraw any offer of appointment or terminate any contract of employment. prior to or after contract commencement date or thereafter. * I understand that the information provided on this application form will be used to form the basis of a personnel file and computerized personnel record should an offer of appointment be made. * I confirm that there is no information in the public domain or on social medial platforms that could bring my name or the school’s name into disrepute. * I acknowledge that I have an ongoing duty to inform the school immediately if I or a member of my household is arrested or investigated by any regulatory authority into any matters relating to behaviors or concerns towards children and young persons. * I understand that the information contained in my application form(s), the results of any police certificates of good conduct. Enhanced DBS and/or ICPC and information provided by third parties (referees, previous employers) may be supplied to other persons or organisations in circumstances where the school considers this necessary to safeguard children and young persons.   Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Should I not be successful in my application I ­­­­­­­­­­­­­­­­­­­­­­­­­­­­confirm that I   * Consent * Do not consent   To my details being retained by JESS after six months from date of notification of unsuccessful application.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |