



CANDIDATE APPLICATION FORM

Dove Green Private School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years employment history.

1. Personal / Contact Information			
Position Applied for:			
First Name:		Surname:	
Title:		Marital Status:	
Previous Name:		Date of Birth:	
Contact Number:		Email Address:	
Number of dependent children:		Age(s) of dependent children:	
Current Address:			
Country of Residence:		Country of Residence	
		Phone no:	

2. Passport and Immigration Information			
<i>DGPS Important reminder – passport validity must be at least one year to avoid complications with visa processing</i>			
Country Issuing Passport:			
Passport no:		Passport expiry date:	
UAE Emirates ID no (if available)		Current UAE Visa Expiry Date:	

3. Personal and Family Details			
Spouse Information			
Full Name as per Passport:		Date of birth:	
Nationality:		Occupation:	
Children Information			

Child 1 Full Name as per Passport:			
Nationality:		Date of birth:	
Are you seeking school place for your child? (Yes/No)			
Child 2 Full Name as per Passport:			
Nationality:		Date of birth:	
Are you seeking school place for your child? (Yes/No)			
Child 3 Full Name as per Passport:			
Nationality:		Date of birth:	
Are you seeking school place for your child? (Yes/No)			

4. Health, Absence, Dependents Health

DGPS is an equal opportunities employer. The purpose of the following questions is to ensure that we comply with our obligations.

Were you diagnosed with or undergoing treatment for a critical illness in the past 5 years? If yes, pls provide details	
Are there any other underlying reasons why you would not be able to fulfil your professional responsibilities to the full? If yes, pls provide details	
How many days have you taken off work through illness in the last 3 years? Pls provide details	
Is any of your accompanying dependents diagnosed with or undergoing treatment for a critical illness in the past 5 years? If yes, pls provide details	

5. Professional Qualifications (Teaching staff only)

Subjects Taught:			
Age ranges taught:		Curriculum(s) Taught:	
Teaching Qualifications:		QTS (Yes/No):	

Teacher Registration Number (TRN) / DfE No:		QTS No:	
Continuing Professional Development:			
Number of years full time teaching:			

6. Education / Qualifications

Please enter all qualifications you have taken from GCSE (or equivalent) onwards. If you are currently working towards a qualification please enter the details. You will be required to provide proof of qualifications to the interview.

Name & Location of school / college / university	Dates attended (from - to)	Qualification	Results / Grade

7. UAE Ministry of Education / KHDA Information

For candidates have previously worked or currently working in UAE

Do you have KHDA Approval? (Yes/No)	
Do you have MOE Teaching License? (Yes/No) If yes, pls provide license no:	

8. Employment History

Please provide details of your full employment history in date order, starting with the most recent first. You must list all employment, career breaks, periods of unemployment, education and voluntary work since leaving secondary education - without any gaps. Please continue on a separate page if required.

Current/Most Recent Employment

Company/School name:			
Job title:			
Address:		Phone no:	
Dates of Employment (from-to):		Type of employment:	<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> supply
Notice Period of End of contract:			
Reason for leaving:			
Monthly Salary excluding benefits listed below:			
Other Benefits received: (Housing Allowance, Living Allowance, Accommodation, Medical Insurance, Annual Flight Allowance, School places)			

Previous Employment

Company/School name:			
Job title:			
Address:		Phone no:	
Dates of Employment (from-to):		Type of employment:	<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> supply
Company/School name:			
Job title:			
Address:		Phone no:	
Dates of Employment (from-to):		Type of employment:	<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> supply
Company/School name:			
Job title:			
Address:		Phone no:	
Dates of Employment (from-to):		Type of employment:	<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> supply
Company/School name:			
Job title:			
Address:		Phone no:	
Dates of Employment (from-to):		Type of employment:	<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> supply

9. Gaps in Education or Employment History

Please indicate each period where there has been a gap in your education or employment history of more than 6 months.

From (month & year)	To (month & year)	Reason for gap

10. References

Please provide the names of two referees who can provide professional references. The first must be your current or most recent employer. For teachers, this must be the Head of School/Principal. The second reference person must be from your line manager or someone you have reported into in the organisation - we do not accept character references.

All references must come from a professional email address - we do not accept references from Gmail or outlook accounts.

Reference 1: Current or most recent Employer

Referee Name:		Job Title:	
Organisation name & Address:		Referee Relationship to you:	
Contact Number:		Email Address:	
Can this referee be contacted prior to interview?	YES	NO	

Reference 2

Referee Name:		Job Title:	
Organisation name & Address:		Referee Relationship to you:	
Contact Number:		Email Address:	
Can this referee be contacted prior to interview?	YES	NO	

11. Residential History

Please provide details of all countries you have lived in the ten (10) years preceding the start of your employment at DGPS. This must include all countries you have lived in for a period exceeding 6 months. Please provide accurate dates where possible.

Country	Date from (DD/MM/YYYY)	Date to (DD/MM/YYYY)

12. Declaration

I declare that to the best of my knowledge and belief, the information I have provided on this application form is true and accurate. I understand that if the information is false or misleading it will disqualify me from appointment or after appointment could lead to disciplinary or dismissal.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and safer recruitment checks and if my application is incomplete, untrue, or inaccurate then DGPS shall be entitled to withdraw any offer of appointment or terminate any contract of employment.

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 acknowledge that where this form is submitted electronically without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

Candidate Name:		Signature:	
Date:			