



## Pre-University Education Division – Safer Recruitment Employment Application Form

Position Applied for: \_\_\_\_\_

### Personal Information

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Former Name (if any): \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Date of Birth (DD/MM/YYYY): \_\_\_\_\_ Citizenship: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Name of Spouse: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Will your spouse accompany you? \_\_\_\_\_ Gender: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_ Nearest Int'l Airport: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency contact information: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**Dependent Details**

If any children are adopted, please add the word “Adopted” at the end of their name

Name	Date of birth (DD/MM/YY)	Gender	Relation	Passport Number

**Current Sponsor Details**

This section is only applicable to candidates who are either GCC citizens or current residents of Qatar

Name of current Sponsor: \_\_\_\_\_

Address of Sponsor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Can you provide No Objection Letter from your current sponsor to transfer your sponsorship to Qatar Foundation (Local Hire)?

Yes ☐ No ☐

**Languages**

Language	Speaking				Reading & Writing			
	Expert	Moderate	Basic	None	Expert	Moderate	Basic	None
Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)								

**Education and Qualifications**

Do you have a qualified Teacher Status or Teaching License/Certification? Yes ☐ No ☐

Please provide details of specific teaching qualifications such as US/Canada Teaching Certification of PGCE:

School/College/University	Start Date (DD/MM/YY)	End Date (DD/MM/YY)	Major/Subject	Degree/Certificate

Do you have any vocational qualifications, skills, or training? Please provide details even if these trainings are not relevant to the position.

**Employment Experience**

Please provide details of your employment history starting with most recent employment. Please add more boxes if needed

Employer	Start Date (DD/MM/YY)	End Date (DD/MM/YY)	Position	Reason for Leaving
If you have worked for Qatar Foundation in past, please provide details of previous employment and contact of your previous supervisor.				
Current Salary/Salary on leaving:  Expected Salary:			Provide details of benefits in addition to salary.	
Reason for seeking other employment.				
Please provide date when you will be able to join.				

**Employment Gaps**

Please provide explanation of any gaps in your employment history e.g., caring for children, sabbatical, etc.

### Personal Interests and Hobbies

Please give details of your interests, hobbies, or skills - any which could be of benefit to QF Schools for the purposes of enriching its extracurricular provision.

## Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.

**Criminal Records and Childcare Protection**

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning, or been found guilty of committing any criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any relevant court action pending against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If answering "YES" to any of the above, please provide the following information on a separate sheet and send this in a sealed envelope marked "confidential" with your application form:</p> <ul style="list-style-type: none"><li>• details of the order, restriction, conviction or caution and the date that this was made.</li><li>• the relevant court or body and the sentence, if any, which was imposed; and</li><li>• a copy of the relevant order or conviction.</li></ul>		

## References

Please provide details of at least three people whom we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment didn't involve work with children, then your second referee should be from your employer with whom you most recently worked with children. No referee should be a relative or someone known to you solely as a friend. QF Schools intends to take up references for all shortlisted candidates before interview unless otherwise indicated. The school reserves the right to take up references from any previous employer.

### **Referee 1**

Name:

Organization:

Position:

Address:

Contact Number:

Email Address:

**May we contact this referee prior to the interview**

Yes ☐ No ☐

### **Referee 2**

Name:

Organization:

Position:

Address:

Contact Number:

Email Address:

**May we contact this referee prior to the interview**

Yes ☐ No ☐

### **Referee 3**

Name:

Organization:

Position:

Address:

Contact Number:

Email Address:

**May we contact this referee prior to the interview**

Yes ☐ No ☐

### **Referee 4 (Optional)**

Name:

Organization:

Position:

Address:

Contact Number:

Email Address:

**May we contact this referee prior to the interview**

Yes ☐ No ☐



## Self-Declaration Form

Name:

Position:

- 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 working with children or subject to sanctions imposed by a regulatory body in any country.
- I understand that providing false information 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 QF Schools processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Please answer all questions below and then sign and date the declaration at the end of this form.

If you select Yes to any question, then

you must provide the following information in writing:

1. Details of the order, restriction, conviction or caution and the date that this was made.
2. The relevant court or body and the sentence, if any, which was imposed; and
3. Provide a copy of the relevant order or conviction.

Have you ever been cautioned, subject to a court order, bound over, received a reprimand or warning, or found guilty of committing any criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been cautioned for, or convicted of, any offences against children whether in Qatar or in another country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
To the best of your knowledge has anyone living or working in your household been cautioned for, or convicted of any offences against children whether in the Qatar or in another country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been cautioned for or convicted of any offences against adults whether in Qatar or in another country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been barred from working with children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
To the best of your knowledge has anyone living or working in your household ever been barred from working with children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have your children ever been taken into care?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
To the best of your knowledge has anyone living or working in your household ever had their children taken into care?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have your children ever been the subject of child protection or childcare order?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

To the best of your knowledge have the children of anyone living or working in your household ever been subject to a child protection or childcare order?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been subject to a prohibition or restriction in relation to the private fostering of children or any application for private fostering?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
To the best of your knowledge has anyone living or working in your household ever been subject to a prohibition or restriction in relation to the private fostering of children or any application for private fostering?	<b>Yes</b> <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any relatives working at Qatar Foundation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I confirm that I have completed this form to the best of my knowledge and that I have not knowingly withheld any relevant information. I understand that a failure to disclose relevant information now, or the providing of false information, may result in the termination of my employment or the withdrawal of an offer of employment.

I understand that I am under an on-going duty to disclose to QF Schools any change in my circumstances which results in my being disqualified from working in early or later years provision including becoming disqualified by association.

I consent to the school retaining this Self-Declaration Form, and any other relevant information disclosed, on my confidential personnel file for the duration of my employment and for as long as is reasonably necessary after my employment ends.

Signatures: \_\_\_\_\_

Date: \_\_\_\_\_