

## Application for Employment

**Position applied for:**

### Personal Information

Email address	
Title	
Surname / Family name	
First name	
Middle name(s)	
Address line 1	
Address line 2	
Address line 3	
Town / City	
County / State	
Country	
Postcode / Zip code	
Home telephone	
Work telephone	
Mobile telephone	
Nationality	
Languages spoken:	

### Relationships

If you are related to a director, or have a relationship with a director or employee of the organisation, please state the relationship:

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## Criminal Convictions

The organisation aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The organisation undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

You are required to declare all current 'unspent' criminal convictions or cautions (including reprimands and final warnings). You are not required to disclose convictions or cautions which have become 'spent'.

As part of assessing your application, organisations will only take into account relevant criminal record and other information declared which is relevant to the position being applied for.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.

## Education & Professional Qualifications

Please list all relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check.

Subject & Professional Qualification	Place of Study	Grade/Result	Year Obtained

## Relevant Training Courses and Conferences Attended

Please provide details regarding training courses / conferences that you have attended or currently undertaking together with the date completed or to be completed by.

Course Title	Training Provider	Duration	Year Completed


## Membership of Professional Bodies

Please provide details regarding any relevant professional registrations or memberships. This information will be subject to a satisfactory check.

Please indicate your professional registration status:	UK professional Registration?	Yes / No
	HAAD licence?	Yes / No
	Licence to practice in UAE?	Yes / No

<b>Professional Body and Membership 1</b>	
Professional Body	
Membership / Registration Number	
Expiry / renewal date	
<b>Professional Body and Membership 2</b>	
Professional Body	
Membership / Registration Number	
Expiry / renewal date	
<b>Professional Body and Membership 3</b>	
Professional Body	
Membership / Registration Number	
Expiry / renewal date	
<b>Professional Body and Membership 4</b>	
Professional Body	
Membership / Registration Number	
Expiry / renewal date	

# Work History

Are you currently employed in UAE?	Yes / No
Have you previously worked in UAE?	Yes / No

\*Current/most recent employer (reference always required)

Employer Name	
Employer Address	
Type of Business	
Reporting to (job title)	
Telephone	
Your job title	
Start date	
End Date	
Grade	
Salary	
Period of notice	
Reason for leaving (if applicable)	
Brief description of your duties & responsibilities	

## Activities prior to above starting with most recent

Employer Name	
Employer Address	
Type of Business	
Reporting to (job title)	
Telephone	
Your job title	
Start date	
End Date	
Grade	
Salary	
Period of notice	
Reason for leaving (if applicable)	
Brief description of your duties & responsibilities	

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Employer Name	
Employer Address	
Type of Business	
Reporting to (job title)	
Telephone	
Your job title	
Start date	
End Date	
Grade	
Salary	
Period of notice	

Reason for leaving (if applicable)

Brief description of your duties & responsibilities

Employer Name	
Employer Address	
Type of Business	
Reporting to (job title)	
Telephone	
Your job title	
Start date	
End Date	
Grade	
Salary	
Period of notice	

Reason for leaving (if applicable)

Brief description of your duties & responsibilities

## Employment Gaps

If you have any gaps within your employment history, please state the reasons for the gaps below.

## Supporting Information

Please indicate your reasons for applying for this post

# References

Please provide the names and full contact details of the people who have agreed to supply references. References must include at least two positions and, as a minimum, cover a period of three years employment and/or training history, where this is possible. One reference must be your current or last manager.

Referees will be required to comment on your competence, personal qualities and suitability for the post. This may be your line/department manager, or someone in a position of responsibility for any work experience or placement undertaken. If you are a student or trainee this should include a teacher/tutor at your education institution.

If you have not been in employment for a considerable amount of time but have had previous employment, then you should seek one reference from your last known employer and a personal reference from a person of standing within your community such as a doctor or solicitor.

Please note that all reference requests will be followed up and verified by the recruiting employer.

Referees may be approached prior to interview, unless you indicate otherwise below.

## Reference 1

Type of Reference	
Email Address	
Title	
Surname / Family Name	
First Name	
Relationship	
Employer Name	
Job Title	
Address Line 1	
Address Line 2	
Address Line 3	
Town / City	
County / State	
Country	
Postcode / Zip code	
Telephone	
Can the referee be approached prior to interview?	

## Reference 2

Type of Reference	
Email Address	
Title	
Surname / Family Name	
First Name	
Relationship	
Employer Name	
Job Title	
Address Line 1	
Address Line 2	
Address Line 3	
Town / City	
County / State	
Country	

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Postcode / Zip code	
Telephone	
Can the referee be approached prior to interview?	

### Reference 3

Type of Reference	
Email Address	
Title	
Surname / Family Name	
First Name	
Relationship	
Employer Name	
Job Title	
Address Line 1	
Address Line 2	
Address Line 3	
Town / City	
County / State	
Country	
Postcode / Zip code	
Telephone	
Can the referee be approached prior to interview?	

### Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.  
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date