

**Application for Employment**

**Position applied for:**

**Please mention specialist service.**

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# Personal Information

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| --- | --- |
| 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

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

# 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- Bachelor’s degree and Master’s degree with titles of the degree. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check.

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| --- | --- | --- | --- |
| **Subject & Professional Qualification** | **Place of Study** | **Grade/Result** | **Year Obtained** |
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# 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.

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| --- | --- | --- | --- |
| **Course Title** | **Training Provider** | **Duration** | **Year Completed** |
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# Membership of Professional Bodies

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

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| Please indicate your professional registration status: | Professional License from home country? | Yes / No |
| HAAD licence? | Yes / No |
| Licence to practice in UAE? | Yes / No |

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| **Professional Body for licensing** |
| Professional Licensing Body |  |
| Registration Number |  |
| Initial Date of Issue |  |
| Expiry / renewal date |  |
|  |  |
| **Professional Body and Membership 2** |
| Professional Body |  |
| Membership / Registration Number |  |
| Expiry / renewal date |  |
|  |  |
| **Professional Body and Membership 3** |
| Professional Body |  |
| Membership / Registration Number |  |
| Expiry / renewal date |  |
|  |  |
| **Professional Body and Membership 4** |
| Professional Body |  |
| Membership / Registration Number |  |
| Expiry / renewal date |  |

# Work History

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

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

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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 |
| Please mention any supervision and research experience undertaken (if applicable) |

# 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 |
| Please mention any supervision and research experience undertaken (if applicable) |

|  |  |
| --- | --- |
| 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 |
| Please mention any supervision and research experience undertaken (if applicable) |

|  |  |
| --- | --- |
| 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 |
| Please mention any supervision and research experience undertaken (if applicable) |

# Employment Gaps

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

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| Please indicate your reasons for applying for this post |
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# References

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| 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 |  |
| 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? |  |

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| --- |
| 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 |  |