Post Applied for:

**SUPPORT STAFF APPLICATION FORM**

**(Please complete all sections.)**

**Personal Details:**

Title       First name(s)       Surname

Address       Post Code

Telephone no       Mobile no

Date of Birth       Email address

Passport Nationality:       Marital Status:

No. of Dependents who will reside with you in the UAE:       (Details to be listed below)

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship** | **Date of Birth**  (dd-mon-yyyy) |
|  | ***(spouse)*** |  |
|  | ***(child 1)*** |  |
|  | ***(child 2)*** |  |
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| **Current Employment:**  Present position ­      Salary  Length of service with current employer       Notice period required  Brief description of current role and responsibilities |

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| --- | --- | --- | --- | --- | --- | --- |
| **Employment History:** (most recent first) Please detail any gaps in employment e.g. travelling or looking after children. | | | | | | |
| **Employment dates** | | **Employer (inc address)** | **Position held** | | **Reason for leaving** | |
|  | |  |  | |  | |
| **Gaps in your employment** If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates. | | | | |
|  | | | | | | |
| **References:** Please give the name, address and telephone number of two contactable referees, one of whom must be your most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends. Please note any previous employer may be approached for a reference. | | | | | | | | |
| Name  Address        Phone no  Occupation  Capacity known  E mail address | | | | | Name  Address        Phone no  Occupation  Capacity known  E mail address | | | |

|  |  |  |  |
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| **Education, Qualification and Training:** | | | |
| School | Qualification | Grade | Date |
|  |  |  |  |
| University/College | Qualification | Grade | Date |

**Please continue on a separate sheet if necessary.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Interests** Please give details of your interests, hobbies or skills. | | | |
|  | | | |
| **Professional Development:** Please list any courses or further study in the past two years | | | |
|  | | | |
| **Other vocational qualifications, skills or training** Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | | | |
|  | | | |
| **If not in the UAE, are there any restrictions to your current country of that might affect your right to take up employment in the UAE?**  Yes  No | | |
| **If yes to the above, are there any factors that would restrict your ability to obtain a valid work permit? Give details.** | | |
| **If you are related to any existing employees, pupils or governors of Brighton College UK or Brighton College Abu Dhabi, please state the relationship:** | | | |
|  | | | |
| **Do you consider yourself to have a disability?** Yes  No | | | |
| **If yes, do you require any special arrangements to enable you to attend interview?** | | | |
|  | | | |
| **Health record:**  Please provide the number of days’ absence taken due to sickness in the last two years: |

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| I hereby declare that I am not on the ISA Barred List (List 99), disqualified from working with children, or subject to sanctions imposed by a regulatory body and have no convictions, cautions, or bind-overs. Alternatively, if applicable, details regarding my record have been attached in a separate file marked confidential.  I confirm that the information given on this form is, to the best of my knowledge, true. Any false statement may be sufficient cause for rejection or, if employed, dismissal.  I agree that Brighton College Abu Dhabi reserves the right to require me to undergo a medical examination. I agree that this information will be retained in my personnel file during employment and for up to six years thereafter, and I understand that the information may be processed in accordance with the UK Data Protection Act.  **Signed:** **Date:** |

**I hereby declare that the information given on this application form is true and accurate.**

**Signed:** **Date:**

**A letter of application containing an account of your suitability for this post should accompany this application form.**

This post is exempt from the Rehabilitation of Offenders Act.

Brighton College Abu Dhabi is an Equal Opportunities Employer.

Brighton College Abu Dhabi is committed to safeguarding and promoting the welfare of children and young people and expects all its employees and volunteers to share this commitment. All employees resident in the UAE are subject to the laws of the United Arab Emirates and the regulations of the Department of Education and Knowledge (ADEK)

*November 2020*