

APPLICATION FORM

1. Personal Information

Please provide the following data for us to process your application and maintain contact with you.

Post applied for			
Earliest date you could start			
Full Name (as per passport)			
Title	☐ Mr	☐ Ms	☐ Mrs ☐ Dr
Gender	☐ Female		☐ Male
Religion			
Date of birth			
Place of birth			
Marital Status	☐ Single		☐ Married
First Language		Other Languages:	
Contact Number	Country Code:	Number:	
Personal Email address			
Current Residential Address			
Home Country Address			
Home Int airport with direct flights to Dubai			
Name of Spouse			
Occupation of Spouse			
Will your spouse relocate to Dubai	☐ Yes		☐ No
Do you require a school place/s	☐ Yes		☐ No
Details of Children	Name:		
	Current year group:		Date of Birth:
	Name:		
	Current year group:		Date of Birth:
Your Mother's Full Name			
Your Father's Full Name			
Do any of your family work for Sobha or Meraki Group	☐ Yes		☐ No

Passport Details	
Nationality (on passport):	Issuing Country:
Passport No:	Passport Expiry date:
Sponsorship/Visa Status	☐ Employer Visa ☐ Spouse Visa ☐ Golden Visa ☐ Mother/Father visa ☐ Tourist/Visa on arrival ☐ Other – specify:

2. Qualifications

Please list all degrees and teaching qualifications (e.g. BA, Bed, PGCE, etc) and other relevant qualifications below:

UNIVERSITY/COLLEGE			
Qualification and subject in order of award	Result / Standard	Dates of attendance	University / College / Organisation and Country

MASTERS/NPQ / or any other qualifications			
Qualification and subject in order of award	Result / Standard	Dates of attendance	University / College / Organisation and Country

TEACHER REGISTRATION NUMBER	
Please list all the teacher registration numbers you have for each country you have worked in (e.g. QTS)	
Teacher Registration Number:	Country:

CURRICULUM EXPERIENCE & QUALIFICATIONS TAUGHT			
☐ National Curriculum for England	☐ Common Core Curriculum	☐ IB Curriculum	☐ Other (specify)
☐ GCSE/IGCSE	☐ A-Level	☐ BTEC	

3. Work Experience (including gaps in employment)

Current or most recent employment	
Name of Employer/Self Employed Address (including country)	
Date of employment	From: To:
Type of employment	☐ Full Time ☐ Part Time ☐ Supply
Notice period or contract end date	
All position held with corresponding dates	
Reason for leaving	
Current Monthly salary	

Previous Employment details				
School/Company Name	Address (incl. Country)	Position	Start Date	End Date

Please clarify each period where there has been a gap in your employment		
Date From (<i>month & year</i>)	Date To (<i>month & year</i>)	Reason for the gap

4. Referees

Please provide the names and contact details for three professional referees. References from colleagues, friends and family will not be accepted. We will only contact your referees with your permission. Please indicate against each referee if you agree to us contacting prior to interview.

Referee (Current Principal/Head of School)	
Name of Referee:	
School Name	
Job Title / Position / Designation:	
Email contact:	
Contact number (incl country code):	
Address:	
You may contact this referee	☐ Yes ☐ No

Referee (current line manager)	
Name of Referee:	
School Name	
Job Title / Position / Designation:	
Email contact:	
Contact number (incl country code):	
Address:	
You may contact this referee	☐ Yes ☐ No

Referee (previous Principal)	
Name of Referee:	
School Name	
Job Title / Position / Designation:	
Email contact:	
Contact number (incl country code):	
Address:	
You may contact this referee	☐ Yes ☐ No

5. Confidential Information

Hartland International School requires all employees to provide Police Clearances from home countries and any other countries you have worked/lived in e.g. enhanced DBS checks, ICP certificates, GARDA etc., prior to appointment. You are required therefore, to disclose any convictions, caution or binding over, including “spent convictions”. Disclosure of a criminal record background will not necessarily debar you from employment – this will depend on the nature of the offence(s) and when they occurred. Non-disclosure may lead to termination of your employment.

Convictions or cautions (including spent convictions) - you are obliged to detail these below.	
I can confirm that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body.	
Signed	
Date	

Social Media Searches	
Online and Social Media searches are now recommended as part of the teacher approval process. Any information will be treated as confidential and will only be used in relation to the role for which you have applied. I hereby confirm and understand that online and Social Media searches will be conducted on my name (s).	
Signed	
Date	

6. Declaration

In submitting this form to Hartland International School, I declare that the information provided by me on this application form is correct to the best of my knowledge and belief.

I understand that if I give any information which is later found to be false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment.	
By signing this form, you are confirming that you have read, understood and agreed to the above declaration.	
Signed	
Date	