



# APPLICATION FOR EMPLOYMENT

**CONFIDENTIAL – to be completed personally by the applicant**

## PURPOSE

Thank you for your interest in working at our school. This information is collected for the purpose of assessing your suitability for a position at BISAK and does not mean that a formal offer of employment has been, or will be, made.

1. Please fully complete this form personally. Answer all questions and make sure you sign and date where indicated on the last page.
2. Attach Curriculum Vitae if you have one. If you include written references, please note we may contact the writers of these references.
3. Please only forward copies of any qualifications and certificates. If they are in another language, these need to be translated into English (at your own expense). If successful in your application, you may be required to provide originals as proof of qualifications.
4. Failure to complete this application and answer all questions truthfully may result in any offer of employment being withdrawn or appointment being terminated, if any information is later found to be materially false.

## PERSONAL DETAILS

<b>YOUR NAME</b>	Name: .....
	Title (circle) Mr Mrs Miss Ms
<b>CONTACT DETAILS</b>	Physical address: .....
	.....
	Contact phone number: .....
	Email: .....

**What sort of position are you interested in?**

Learning Assistant    Administration    Other (state).....

**QUALIFICATIONS** – use a separate sheet if necessary. Complete only if not included on your CV.

<b>Certificates, Degrees, Diplomas or other relevant qualifications</b>	<b>Year passed</b>

**Verification of qualifications will be required.**

**EMPLOYMENT HISTORY** - use a separate sheet if necessary. Complete only if not included on your CV.

<b>Organisation</b>	<b>Position</b>	<b>Duties</b>	<b>Dates</b>

**EXPERIENCE** – Please indicate any experience in the education sector or work involving young people.


**ICT SKILLS** – Please indicate your proficiency in the following areas, and your willingness to learn.

<b>Application</b>	<b>Level/comments</b>
Office suite	
Internet/Outlook	
Other	

**LANGUAGES**

Please state your first language. ....

Can you speak any language other than English? .....

**MEDICAL**

\* Please note that some of the Teachers and Learning Assistants work can be quite physical, including climbing ladders to display work, lifting equipment and sitting on the floor with children.

Have you had any physical or medical condition caused by gradual process, disease or infection, that may affect your ability to carry out the required tasks **YES/NO**

If yes, please detail: .....

Have you had any physical or medical condition that may be aggravated or further contributed to by the tasks of this position? **YES/NO**

If yes, please detail: .....

Do you have any existing medical conditions, including allergies, that the school should be made aware of? **YES/NO**

If yes, please detail: .....

The school is a non-smoking site; will you have difficulty in complying with this? **YES/NO**

**VISA**

Please indicate your visa situation.

Own iqama  Spouses iqama  Visit visa - Expiry Date .....

**GENERAL**

Have you ever been convicted of any criminal offence against the law (other than minor traffic convictions)? **YES/NO**

Are you awaiting the hearing of charges in a civil or criminal court of law that could be considered detrimental to your application for this position? **YES/NO**

Do you know of any other reason why you should not be employed to work in a school environment **YES/NO**

**REFEREES**

Name	Position	Organisation	Email

**EMPLOYMENT**

If your application is successful, when could you commence work? .....

**DECLARATION**

I ..... (*full name*) declare that to the best of my knowledge, the answers given in this application for employment are correct and I understand that if any false or deliberately misleading information is given, or material fact suppressed, I will not be considered or, that if I am employed, my employment may be terminated.

I agree to the reference/referees provided to BISAK, in respect of my application for the position, being used for the purposes of considering my suitability for the position. BISAK may also make further verbal and/or written inquiries from the referees provided and/or from my previous employers.

I also understand that any false information given in relation to my medical history with regards to gradual process, disease or infection, may result in loss of entitlement for any compensation from Boards insurer.

**Signature** ..... **Date** .....