



Downe House
Muscat

CONFIDENTIAL

APPLICATION FORM FOR THE POST OF

--

Personal Details	
Forenames:	Surname:
	Previous Surnames:
Nationality:	Type of Sponsorship (if applicable):
Mr/Mrs/Miss/Ms/Dr	Date of Birth:
Address:	Contact Details:
	Home:
	Work:
	Mobile:
	E-Mail:
	Skype:
Marital Status:	Number of Children:
	Ages of Children:
	Can you be contacted at work? Yes/No
Do you hold a current full driving licence?	Oman National ID Number (if applicable):
Yes/No	DFE Number (if applicable):
Employment Details	
Current (or most recent) Employment:	
Job Title:	
Name of Employer:	
Address:	
Type of School ¹ :	
Age Range ¹ :	
Number of Pupils Enrolled ¹ :	
<i>¹If applicable</i>	
Date Commenced:	Reporting To:
Present Salary:	Notice Period Required:
Reason for Leaving:	

Briefly outline the major tasks and responsibilities in your current role

Employment History (Most recent first)

Name of Employer: Address: Type of School ¹ : Age Range ¹ : Number of Pupils Enrolled ¹ :	<u>From-To</u>	<u>Job Title and Main Responsibilities</u>	<u>Reason for Leaving</u>
Name of Employer: Address: Type of School ¹ : Age Range ¹ : Number of Pupils Enrolled ¹ :	<u>From-To</u>	<u>Job Title and Main Responsibilities</u>	<u>Reason for Leaving</u>
Name of Employer: Address: Type of School ¹ : Age Range ¹ : Number of Pupils Enrolled ¹ : <i>¹If applicable</i>	<u>From-To</u>	<u>Job Title and Main Responsibilities</u>	<u>Reason for Leaving</u>

Please tell us why you have applied for the post and give examples of things you have done that make you particularly suited to the job? (Continue and attach a separate sheet if necessary)

Education/Training & Development Details**Secondary Education History**

Establishment	From-To	Qualification Awarded (Subject & Level)

Further/Higher Education History

Establishment	From-To	Qualification Awarded (Subject & Level)

Professional Qualifications/Membership of Professional Bodies

Professional Body/Organisation	From-To	Programme/Qualification

Supplementary Information**References**

Please supply the details of three referees and state in what capacity the referee knows you. At least one should be your present (or most recent) employer and another should be a person who can comment from a different perspective on your performance in your current/previous role(s).

Name:	Name:	Name:
Job Title:	Job Title:	Job Title:
Company:	Company:	Company:
Address:	Address:	Address:
Tel No:	Tel No:	Tel No:
Email:	Email:	Email:
Relationship:	Relationship:	Relationship:

If you do not wish us to contact your referee(s) without your prior consent, please place an asterisk against their name(s).

Where did you see this post advertised?

--

Convictions

Have you ever been found guilty of a criminal offence?

Yes/No

All applicants are required to complete Appendix A.

Previous convictions will not automatically bar candidates and convictions will only be considered in relation to the post for which you have applied. Successful applicants from the UK will be required to provide an enhanced DBS that's no more than 6 months old. Applicants from overseas will be expected to provide the equivalent from their last country of residence.

Data Protection Act (1998)

Information from this form will be processed in accordance with the UK Data Protection Act 1998. By signing this form, I agree to this data being held and processed by Downe House Muscat and its affiliates. If I am appointed to the post, I also agree to further information, including sensitive data (e.g. bank details, medical information etc) being held and processed by Downe House Muscat and its affiliates, in accordance with the Act.

Safeguarding

Downe House Muscat is committed to safeguarding and promoting the welfare of children and expects all staff to respect this commitment. The post is subject to applicants providing a satisfactory Police Clearance Certificate (an ICPC certificate if applying from the UK) from their home country that is less than 6 months old.

By applying to this post, you agree to your data being held and processed by Downe House Muscat and its affiliates. If you are appointed to the post you also agree to additional information, including sensitive data such as bank details and medical information, being held by Downe House Muscat and its affiliates.

I confirm that the information given by me is correct. I understand that if I give false information or withhold relevant information it could result in my dismissal.

Signature of Applicant:

Date:

Please return your completed application form to: careers@downehousemuscat.com



**Downe House
Muscat**

APPENDIX A CRIMINAL RECORD SELF DECLARATION FORM

You must complete all sections. You are then required to sign and date the declaration form and return the form to the HR department.

Section 1	
Name	
Applied Job	
Start Date	

Section 2		
<p>Have you received a conviction, caution, reprimand or a warning which has been recorded on a police central record, (includes 'spent' and 'unspent' convictions) or has any information been held locally by police forces that are grounds to be considered relevant, since your last declaration?</p>	<p>Yes <input type="checkbox"/></p> <p>Provide the relevant information below.</p>	<p>No <input type="checkbox"/></p> <p>Please go to Section 3 of the form.</p>

Date of Offence	Offence	Conviction/Pending

Section 3

Do you wish to provide further information?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Provide the relevant information below	Please go to Section 4 of the form.

Section 4

Declaration

I declare that the information I have provided in relation to criminal convictions, prosecutions pending, and cautions is accurate.

I agree that further enquiries that are considered necessary may be undertaken,

Additional Information:

--

including a full police check.

NAME (please print)

Signature

Current address

.....

.....

Date