

APPLICATION FORM FOR TEACHING

Applicants, please note:

- 1 The Application Form, together with the requested documents should be emailed to careers.dms@daralmarefa.ae as soon as possible.
- 2 The completed form must arrive at the dedicated email address/specified postal address on or before the date and time stated in the advertisement. Late applications will neither be accepted nor considered.
- 3 If completing this form in handwriting, please use **black ink**.
- 4 **Please Attach**
 - A separate letter of application,
 - A Curriculum Vitae,
 - All teaching certificates,
 - A scanned copy of your passport (passport should be valid for a minimum of 8 months),
 - A recent photo

The successful candidate will be required to present original documents in relation to teaching/other qualifications prior to appointment.

Please note that certificates/graduation degrees will need to be attested by Ministry of Higher Education, Ministry of Foreign Affairs and the UAE Consulate in your country before employment can be offered.

Office use only	Received by:	Date:	Time:
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APPLICANT'S PERSONAL DETAILS									
Name (as per passport)									
Personal Details					Gender			Nationality	
					Date of Birth			Religion	
					Place of Birth			Mobile Phone No	
					Country of Birth			E-mail Address	
Passport & Visa Details									
Passport No:			Place of Issue:			Date of Issue:		Date of Expiry:	
Current UAE Visa Status:		Employment Visa <input type="checkbox"/>		Residence Visa <input type="checkbox"/>		Visit Visa <input type="checkbox"/>			
Address & Contact Details									
Permanent Address Abroad:							Contact No		
Present Address in Dubai:							Contact No		
Emergency Contact Person Name:					Relationship:		Contact No		
Family Details									
Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/>									
Spouse/Dependant Details									
Sr. No	Name	Gender	Date of Birth	Relationship	Residence Visa of UAE (Y/N)	Remarks			
LANGUAGE ABILITY									
LANGUAGES	READ			WRITE			SPEAK		
	BASIC	AVERAGE	FLUENT	BASIC	AVERAGE	FLUENT	BASIC	AVERAGE	FLUENT
ARABIC									
ENGLISH									
EDUCATION QUALIFICATIONS (HIGHEST DEGREE FIRST)									
INCLUDE UNDER-GRADUATE & POST-GRADUATE QUALIFICATIONS. PLEASE INCLUDE ANY QUALIFICATIONS IN SPECIAL EDUCATION, IF APPLICABLE. THE SUCCESSFUL CANDIDATE WILL BE ASKED TO PRESENT ORIGINAL DOCUMENTS.									
School/College/University	Degree	Major	Date	No of Years	Country				

TEACHING EXPERIENCE – MOST RECENT FIRST (IF NECESSARY EXPAND THE SECTION OR USE ADDITIONAL PAGES IF COMPLETING IN HANDWRITTEN FORMAT).

School Name & Address	Date(s) of service in the school	Position(s) held	Dates in each Position
			From: To:
			From: To:
			From: To:
			From: To:
			From: To:

POST(S) OF RESPONSIBILITY HELD (IF ANY) – MOST RECENT FIRST

School Name	Address	Position(s) held	Dates
			From: To:
			From: To:

ADDITIONAL QUALIFICATIONS (E.G. KHDA APPROVED CERTIFICATE TO TEACH ARABIC, ICT)

College(s)	Qualification and Year	Modules Studied

OTHER RELEVANT, NON-ACCREDITED COURSES – MOST RECENT FIRST

AREAS OF SPECIAL INTEREST – CURRICULAR/OTHER	
Area	Expertise/Experience/Specialism undertaken in College

OTHER RELEVANT EMPLOYMENT EXPERIENCE – MOST RECENT FIRST				
Employer/Project	Position	Duties	Dates	Grade
			From: To:	
			From: To:	
			From: To:	
			From: To:	

PLEASE INDICATE HOW YOU THINK YOU CAN CONTRIBUTE TO THE ETHOS AND SUCCESS OF THIS SCHOOL
NOT MORE THAN 150 WORDS

ADDITIONAL INFORMATION (NOT ALREADY MENTIONED) TO SUPPORT YOUR APPLICATION
NOT MORE THAN 150 WORDS

NAMES & CONTACT DETAILS OF REFEREES*			
Referee 1		Referee 2	
Name		Name	
Role		Role	
Address		Address	
Email Address		Email Address	
Work Tel Number		Work Tel Number	
Home Tel Number		Home Tel Number	
Mobile No		Mobile No	
Referee 3		Referee 4	
Name		Name	
Role		Role	
Address		Address	
Email Address		Email Address	
Work Tel Number		Work Tel Number	
Home Tel Number		Home Tel Number	
Mobile No		Mobile No	

Signature _____

Date _____

Office Use Only:

This is to confirm that, Mr./Mrs./Miss _____ joined the company on _____

Issued an employee No _____ in Grade _____ in _____ Department, and reports to Mr./Mrs./Miss _____.

Employee's employment visa has been obtained and copy attached

Employment visa documents have been submitted to Group Immigration department on _____

Name: _____ Business Unit: _____

Signature: _____ Date: _____