



Employment Application Form

Thank you for choosing to apply for a post at Al-Maktoum College.

Please note that C.V.s are not accepted without a completed application form. Applications received after the closing date will not normally be considered.

Position applied for:	
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Section 1 Personal Details

Last Name:	First Name
Address:	
Post Code:	
Mobile No:	Home No:
Email Address:	

Are you involved in any activity which might limit your availability to work or your working hours e.g. charity, local government or volunteering activities? Yes No

If YES, please give details:

Are you subject to any restrictions or covenants which might restrict your working activities?

If YES, please give details:

Are you applying under the Guaranteed Interview Scheme? Yes No

Do you need a work permit to take up employment in the UK? Yes No

Section 2 Current/Latest Employment

Please provide current/latest employment details:

Position Held	
Name of Employer:	
Address:	
Post Code:	
Start Date:	Finish Date:
Salary:	Notice Period:

Brief description of duties:

Section 3 Previous Employment

Please insert the most recent employer first.

Position Held	
Name of Employer:	
Address:	
Post Code:	
Start Date:	Finish Date:
Salary:	Notice Period:

Brief description of duties and reason for leaving:

Position Held	
Name of Employer:	
Address:	
Post Code:	
Start Date:	Finish Date:
Salary:	Notice Period:

Brief description of duties and reason for leaving:

Continue on a separate sheet if necessary.

Section 5 Membership of Professional Bodies – current membership only

Name of Awarding Body / Institution	Class of Membership	Membership / Registration No (if applicable)

Section 6 Training and Development – relevant to this application

Course Provider	Date	Description of Course

Please list any foreign languages spoken and the level of competence:

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Section 7 Personal Statement

Please use this section to explain in detail how you meet the requirements of the position you have applied for. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets.

A large, empty rectangular box with a thin black border, intended for the applicant to write their personal statement. The box occupies most of the page below the instructions.

Section 8 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974?

Yes No

If yes, please give details/dates of offence(s) and sentence:

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Section 9 Safeguarding

You may be required to join the Protecting Vulnerable Groups (PVG) membership scheme, managed by Disclosure Scotland.

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes No

Section 10 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which requires any support or adjustments to be made application?

Yes No

If yes, please give details:

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Section 11 References

Please give the names and contact details of two references who would be prepared to give an opinion on your academic and/or professional experiences for the post/s in question.

1. Relationship
Name:
Position:

Address:
Telephone Number:
Email Address:

May we contact this referee prior to interview? Yes No

2. Relationship
Name:
Position:
Address:
Telephone Number:
Email Address:

May we contact this referee prior to interview? Yes No

Section 12 Disclosures

In the event that I am offered a position, I understand that any offer of employment may be subject to information on my criminal record being disclosed to the College by the Criminal Records Bureau (CRB) / Disclosure Scotland.

Agree Disagree

Section 13 Declaration

I understand that any agreement entered into is subject to a probation period, references which are deemed to be satisfactory by Al-Maktoum College of Higher Education, a satisfactory Enhanced Disclosure check and evidence of my right to work in the UK and any academic or vocational qualifications that maybe required for the role I am applying for.

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

I understand these details will be held in confidence by the College, for the purposes of assessing this application, ongoing personnel administration, and payroll administration (where applicable) in compliance with the Data Protection Act 1998 (and subsequent amendments).

I also confirm that I am physically and mentally fit to undertake the role for which I have applied and there are no health issues that would prevent me from carrying out the responsibilities of the post. Al-Maktoum College shall meet its obligations under the Disability Discrimination Act 1995 to make 'reasonable' adjustments where appropriate.

Print Name:
Signature:
Date:

Successful candidates selected for interview will be notified by email. Unfortunately, applicants who do not hear from Al-Maktoum College must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.