


Send the completed form back to Edvectus so we can expedite your application!

## Candidate Information Form

Position Applied for:	Select from the list at the bottom of this form. Do not just say 'teacher'
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SECTION 1: PERSONAL INFORMATION		
Name: (As per passport)	First name Middle Names Last Name as spelled in your passport	Candidate's Picture  Your photo here should be head and shoulders with a white background, such as a passport photo. Make sure there are no watermarks.  You can smile if you like, but you cannot have other people in the photo with you and you need to be facing forward. You can have a friend take it with their phone camera, just make sure it's against a white background.  If you have trouble putting it in, send Edvectus this form in Word and your photo and we will insert it for you. Example photo: 
Nationality	Put your country of citizenship such as United States of America. Do not abbreviate.	
Nationality (Previous, if any)	If you have any other nationalities list them here	
Age:	Your current age	
Date of Birth:	Spell out the month to avoid confusion such as 11 May 1993.	
Marital Status:	Single, Married, Divorced, Widowed. Unmarried partner = single. If you are engaged to be married, note the wedding date.	
Contact Mobile No:	Including country code with +, such as +1 908 555 1212 or +27 (0)7678 8878	
Contact Email Address:	Use your personal address, not your work address which might change.	
Address in UAE:	Fill in if you are currently resident in the UAE. Otherwise leave blank	
Address in Home Country:	Include your street, city, country and post code	
Do you hold a valid UAE driving license?	If you have a UAE driver's license, it's YES. If you have a driver's license from another country, say 'I have a drivers license from xxxx country'	
Would you be willing to be placed anywhere inside the UAE?	You should say yes, unless you have a married partner with a UAE contract. Otherwise your application is likely to be rejected as they want people who are flexible. If you have a preference, you could say 'Yes but I prefer a big city' or similar. Remember that more flexible candidates are more likely to get jobs.	

SECTION 2: EDUCATION				
Bachelor's Degree(s) Title(s)	Completion Date / Year	GPA / Result	University Name	University Country
What's on your degree certificate and your specialisation such as Bachelor of Science (Chemistry) or Bachelor of Education (English)	Eg May 1993	Such as 3.4/5 or 2:1 If you don't have this, write N/A	Eg Lehigh University. Do not use abbreviations	Eg United States of America
Master's Degree(s) Title(s) (If applicable)	Completion Date / Year	GPA / Result	University Name	University Country



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PhD Title <i>(If applicable)</i>	Completion Date / Year	GPA / Result	University Name	University Country
Teaching Qualification Title <i>(If applicable)</i>	Completion Date / Year	GPA / Result	University Name	University Country
This would be your PGCE, Masters of Education, Bachelors of Education, QTS, US certification or SACE		Such as 'Pass'	If government issued, you can list Department of Education or similar	Eg United States of America
IELTS Score <i>(If applicable)</i>			Completion Date / Year	Test Report Form Number
Listening		Reading		Writing
				Speaking
Overall		Academic/General		
Other Language Certificate e.g. EmSAT		Score		

If applying for a **qualified teacher position** complete **Section 3 only**.

If applying for a **graduate teacher/ Teacher Training Program position** complete **Section 4 only**.

SECTION 3: CURRENT AND PREVIOUS EMPLOYMENT					
Name of Employer	Start Date	End Date	Classes Taught		
			Grade(s)	Curriculum(s)	Exam Results
Who was on your payslip? Such as Ocean County School District, or ABC Primary School	Mm/yyyy	Mm/yyyy	Eg 5 <sup>th</sup> grade or Grades 9-11	Eg USA Common Core or English National Curriculum or South African Curriculum	Can write Not applicable if your students were officially assessed such as a Kindergarten or Elementary
Move backwards in time and list other employers, so this is your next most recent. This section is for school employment. You can put other kinds of employers below.					
If you worked for a supply/sub agency, list the agency name as the employer if they paid you.					

SECTION 4: CURRENT AND PREVIOUS EMPLOYMENT			
Name of Employer	Start Date	End Date	Main Roles and Responsibilities
Teaching/ Teaching Assistant/ Tutoring			



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United Arab Emirates

<i>Non-Teaching/ Other</i>			
Don't bother listing jobs before/during university education unless they are relevant to teaching.			

This document must be saved as PDF with the file name in the following format:

'firstname\_secondname\_positionapplied\_agencyname'

eg John\_Smith\_Doe\_Primary\_Edvectus

Send your completed form back to your Edvectus consultant. IF you don't have one yet, send it to [ESE@edvectus.com](mailto:ESE@edvectus.com)

### Job titles:

Title	Notes
Kindergarten Teacher	<i>Eg Early Years, Ages 2-5</i>
Primary Teacher	<i>Eg Elementary Teacher or Homeroom teacher. Teaching all core subjects such as English, Math, and Science. Ages 5-10</i>
Physical Education Teacher	<i>Eg PE.</i>
English Teacher	<i>This is for Middle/High school, ages 11-18.</i>
Business teacher	<i>Business studies, High School level ages 14-18</i>
Chemistry Teacher	<i>High school level ages 14-18</i>
Physics Teacher	<i>High school level ages 14-18</i>
Mathematics Teacher	<i>Middle and/or High school ages 11-18</i>
Science Teacher	Middle and High school ages 11-18
Biology Teacher	Middle and High School ages 11-18
Art Teacher	Various ages
Vocational Subjects (list)	Usually ages 15-18

If you are unsure or confused, ask your consultant