



Ministry of Higher Education – Kurdistan Region

Staff-in-confidence

The MHE is committed to a policy of equal opportunity and the development of positive policies to promote equal opportunity in employment.

This form is in two separate parts: part 1 contains personal information and is a confidential document, which will not be seen by those making a selection decision; part 2 relates specifically to the post(s) you are applying for.

If using the Microsoft Word version of this form, either complete the form electronically, or print the blank form and complete by hand. With the PDF version you must print out the form and complete by hand (please write clearly in black ink).

Please send the signed completed form to office@mhe-krq.org or hand it in to address specified in the advertisement.

Part 1

Job(s) applied for

Job title	Job reference number	Application reference number (for MHE use only)

We aim to ensure that no job applicant or employee receives less favourable treatment on the basis of gender including, marital status, religion and belief, political opinion, race, colour, nationality or ethnic origin, work pattern, age, or disability status, socio-economic background, trade union activity or membership, on the basis of having or not having dependants, or any other irrelevant grounds.

We welcome applications from all sections of the community as we believe that a diverse workforce gives added depth to our work. Please answer the questions below, which **will not be seen by those involved in making the selection decision** and will help us ensure there is no hidden bias within our recruitment process.

Personal information

Family name	Initials/First Names		
Date of birth			
Marital status	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Widowed, separated, divorced, dissolved
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	

Work permit

Do you require a work permit? Yes No

Relationship

Are you related to/or do you have a personal relationship with any employee of Scope? Yes No

Contact details

Present address

Telephone (home)	Telephone (work)	Can we contact you at work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mobile	Fax number	E-mail		

Additional information

When are you available to take up the job?

What length of notice must you give?

Please give details of your current or most recent remuneration package including salary, pension and bonuses. Candidates will be asked for documentary evidence of this if appointed.

Please give details of your language skills

Education/qualifications

Please give details of educational and professional qualifications in chronological order.

Qualifications and grades

Dates

Please give details of any current or planned studies.

Course of study and expected qualification

Dates

References

The MHE requires three references:

1 Your current/most recent employer (or if no employer, your school/university).

May we request a reference? At any time After offer of employment

Name

Job title/position

Telephone Fax

Address

Please indicate if this is a work reference or an academic reference Work reference Academic reference

2 Previous employer (or if no employer, your school/university).

May we request a reference? At any time After offer of employment

Name

Job title/position

Telephone Fax

Address

Please indicate if this is a work reference or an academic reference Work reference Academic reference

3 Previous employer (or if not applicable, a personal referee who knows you well and who is not a relative).

May we request a reference? At any time After offer of employment

Name

Job title/position

Telephone Fax

Address

Please indicate if this is a work reference or a personal reference Work reference Personal reference

Have you ever been convicted of a criminal offence? Yes No

If 'yes', please give details of the offence and the sentence imposed. Please be aware that declaring a conviction will not automatically disqualify you from being employed by the MHE.

Part 2

Please note, this section of the form will be detached and given to the Recruiting Manager. The Recruiting Manager and the Interviewing Panel will have access only to information contained in this section.

Personal Information

Family name	Initials
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Disability

Section one of the Kurdistan region Disability Discrimination Act 2005 defines a person as having a disability if he or she has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. The MHE extends this to its policy and will interview all applicants who are disabled and who meet the essential criteria for an advertised job.

Do you have a disability as described as above?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Whether or not you are disabled, do you need any help or special consideration to enable you to attend/participate fully in the interview and complete associated tests? (If your answer is 'yes' we will get in touch with you later to ascertain how best to assist you.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Jobs applied for

Job title	Job reference number	Application reference number (for MHE use only)

If you are applying for teaching posts please complete this section on teaching qualifications

(Please tick boxes that apply)

TEFL/TESL

Qualification	Date taken	Examining body
Certificate ELT <input type="checkbox"/>		
Diploma ELT <input type="checkbox"/>		
First Degree <input type="checkbox"/>		
Masters Degree <input type="checkbox"/>		
Other (please specify) <input type="checkbox"/>		

Other teaching qualifications

Qualification	Date taken	Subject
CertEd <input type="checkbox"/>		
BEEd <input type="checkbox"/>		
PGCE <input type="checkbox"/>		
Other (please specify) <input type="checkbox"/>		

Evidence in support of your application

In support of your application, enter in the sections below the following information, **exactly as it is listed in the information that has been sent to you**:

- behavioural competencies
- skills, knowledge and experience
- any specialist qualification required for this post.

Confine your answer for each competency to a maximum of 200 words.

Evidence in excess of 200 words will not be assessed. Before completing this form you should also read the enclosed guidance on completing the application form.

Please do not attach a CV (or any other document) unless it has been requested as part of the recruitment process; they will not be used to make selection decisions. This is to ensure that all candidates are treated consistently.

Competency	Evidence

Continue on a separate sheet if necessary.

Employment

Please give details of your employment for the last ten years, or since leaving full-time education if this is sooner, starting with the most recent employment. Account for all your time, including voluntary work or other periods away from work. Please be aware that it will not prejudice your application if you disclose a period of ill health or a period out of formal employment (e.g. time spent at home bringing up children).

Dates (month/year)	Location/country
Employer	Position held
Dates (month/year)	Location/country
Employer	Position held
Dates (month/year)	Location/country
Employer	Position held
Dates (month/year)	Location/country
Employer	Position held
Dates (month/year)	Location/country
Employer	Position held
Dates (month/year)	Location/country
Employer	Position held
Dates (month/year)	Location/country
Employer	Position held
Dates (month/year)	Location/country
Employer	Position held
Dates (month/year)	Location/country
Employer	Position held

Continue on a separate sheet if necessary.

Declaration

I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete.

Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal.

N.B. If you submit your application electronically, typing your name will be taken as being as binding as your signature.

Your signature/name Date

If you are applying for a teaching job, please additionally complete this section.

I declare that I have not been convicted, nor had any criminal proceedings against me, nor have I been warned, either orally or in writing, in relation to a sexual offence or child abuse. I declare that there are no such proceedings pending against me at the date of this declaration. I know of no reason why I should be considered unsuitable for work with children, the elderly or disabled, and I have not been dismissed from such a post for malpractice.

I agree and hereby consent to the MHE seeking clearance from the relevant authorities. I understand that the MHE will not carry out these checks unless an offer of employment is made in writing to me.

N.B. If you submit your application electronically, typing your name will be taken as being as binding as your signature.

Your signature/name Date

The MHE will use the information you provide in this form to process your application.

If your application is successful and you take up employment with the MHE, this form will be kept on your personnel file.

If your application is unsuccessful, this form will be kept on file for one year after completion of the recruitment exercise.