

DOHA ACADEMY

Application Form

1. Post Applied For: _____

2. National Identity No.: _____

Title: Mr. Mrs. Miss Ms

Marital Status: Single Married Other: _____

Surname: _____

Other Names: _____

Maiden Name (If applicable): _____

3. Residential Address: _____

Phone No : Home _____ Mobile _____

Email address _____

Date of Birth: ____/____/____ Age: ____ Nationality: _____

4. Secondary Ordinary Level

State whether Cambridge S. C. or Cambridge G.C.E. or London General Certificate of Education (Ordinary Level)

School: _____

School: _____

Exam: _____ Year: _____

Exam: _____ Year: _____

Subject	Grade	Subject	Grade

Result: _____ Aggregate: _____

Result: _____ Aggregate: _____

5. Secondary Advanced Level

State whether Cambridge H. S. C. or Cambridge G.C.E. or London General Certificate of Education (A Level)

School: _____

School: _____

Exam: _____ Year: _____

Exam: _____ Year: _____

Subject	Level	Grade	Subject	Level	Grade

Level — Principal, Subsidiary or Advanced Subsidiary

Result: _____

Result: _____

6. Technical and Vocational Qualifications

(e.g. Typing and shorthand, B.A.P., Technician Certificate, I.V.T.B. Certificate (NTC) etc.)

Name of University/Examining Body: _____

Country: _____ Duration of Course/Study: From _____ To _____

Part Time Full Time Distance Education

Specify (i) exact qualifications obtained _____

(ii) Date of Result: _____ Class/Division/Level _____

Subjects (State whether main/subsidiary/major etc where applicable)

7. DIPLOMA QUALIFICATIONS *(Below Degree level)*

Name of University/Examining Body: _____

Country: _____ Duration of Course/Study: From _____ To _____

Part Time Full Time Distance Education

Specify (i) exact qualifications obtained _____

(ii) Date of Result: _____ Class/Division/Level _____

Subjects (State whether main/subsidiary/major etc where applicable)

8. DEGREE/PROFESSIONAL QUALIFICATIONS

Name of University/Examining Body: _____

Country: _____ Duration of Course/Study: From _____ To _____

Part Time Full Time Distance Education

Specify (i) exact qualifications obtained _____

(ii) Date of Result: _____ Class/Division/Level _____

Subjects (State whether main/subsidiary/major etc where applicable)

_____	_____
_____	_____
_____	_____

9. POST DEGREE QUALIFICATIONS

Name of University/Examining Body: _____

Country: _____ Duration of Course/Study: From _____ To _____

Part Time Full Time Distance Education

Specify (i) exact qualifications obtained _____

(ii) Date of Result: _____ Class/Division/Level _____

Subjects (State whether main/subsidiary/major etc where applicable)

_____	_____
_____	_____
_____	_____

10. Employment History

Post/s	PERIOD		Name of Employer
	From	To	

Similar Job Experience: _____ Years _____ Months

11. (a) Have you been the subject of an investigation/enquiry for any offence during the last 10 years?

Yes or No If Yes, indicate nature of offence and date of outcome.

(b) Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years?

Yes or No If yes, give details (court, charge, date of judgment and sentence - e.g. imprisonment, fine, caution or conditional discharge) :—

NOTES AND INSTRUCTIONS TO CANDIDATES

- (1) **The Application Form should be filled in digitally, saved as pdf and forwarded to hrdept@doha.ac.mu. A scanned copy of ID Card and Teaching Licence (where applicable) should be sent as attachment along with this Application Form.**
- (2) Care should be taken to fill in the Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail a candidate's elimination. It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.
- (3) Qualifications obtained after the closing date for the submission of applications as specified in the advertisement will not be accepted. Only qualified persons should apply.
- (4) Applications not made on the prescribed form will not be accepted.
- (5) Applications received after the closing date mentioned in the advertisement will not be accepted. The onus for the prompt submission of applications so that they reach the Doha Academy in time lies solely on applicants.
- (6) The post applied for should be clearly indicated in the 'subject' of the email to be forwarded to Doha Academy.
- (7) The completed form should contain full details regarding previous experience, qualifications and any other factors which would qualify the candidate to carry out the duties of the post applied for. Documentary evidence and a statement of relevant particulars, e.g. job description and content, dates and employer's certificate should be presented if the candidate is selected for an interview.
- (8) Should there be any matter not covered by the Application Form that the candidate wishes to be considered with his application, the details must be given on an additional sheet to be annexed thereto.
- (9) Birth certificate, school leaving certificate, examination certificates, testimonials or any other papers should not be sent with the Application Form, but these should be readily available and produced when requested.
- (10) Recruitment by the Doha Academy is made solely on the basis of qualifications and merit. Candidates must guard themselves against any person who promises employment against reward, financial or otherwise.
- (11) Doha Academy reserves the right to convene for interview only the best qualified candidates.
- (12) Doha Academy will not give any reason to candidates not convened for interview.

Date: ____/____/____

Signature: _____