



Al Qasimi Foundation Employment Application Form

Continuation sheets may be attached. Please complete all items in black ink or type.

If you require help in completing this form, or have queries about filling it in, please do not hesitate to contact Human Resources at +971 07 233 8060 or jobs@alqasimifoundation.rak.ae.

Application for post of							
What source attracted your attention to the post?							
Personal Details							
Surname					Initials		
Forenames							
Nationality					Passport number		
Marital status	Single		Married		Divorced		Widowed
Address							
Post Code							
Home telephone							
Daytime telephone							
Mobile telephone							
E-mail							
May we contact you discreetly at work?	Yes				No		
Current/Last Employer							
Job title							
Current/last salary							
Date started					Date left (if applicable)		
Name and address of employer							
Reasons for leaving/wanting to leave							
Notice required							
Outline of professional duties							

Education, Training, & Qualifications (most recent first)						
School, College, or University	Enrollment Dates		Qualifications		Level or Grade	Date of Exams
	From	To	Complete	Incomplete		
Relevant In-House Training or Learning	Course or Event Details				Duration	Date of Training
Languages Spoken						
Language	Fluency levels					
	Beginner	Intermediate	Advanced	Native Speaker		
Second-language English Speaker (IELTS/TOEFL Score, If available.)						
Previous Employment (permanent, temporary, & volunteer—most recent first)						
Employer	Employment Dates		Position Held	Reason For Leaving		
	From	To				

Please outline your reasons for applying for this position and give details of any work experience, details of any volunteer work, and the skills or competencies you have gained that will support your application.

Declarations

Statement of general health

Note: Successful candidates will be required to disclose their full medical history and may be subject to a medical examination.

If you have a disability, are there any arrangements that we can make for you if you are called to interview and/or a work based exercise?

Yes

No

If Yes, please specify (e.g., ground floor venue, etc.)

Do you hold a current, valid driving licence?

Yes

No

If Yes, what type?

Motorcycle

Car

LGV

Other

Do you have use of a vehicle during work hours?

Is the applicant accompanied or unaccompanied?

Accompanied

Unaccompanied (If accompanied, how many dependent/s under the age of 18?)

Does the applicant have any previous criminal convictions?

Yes

No

Are you related to anyone employed at the

Yes

No

Foundation? (if yes, please say who)		
References		
Please provide details of two references (not from relatives) of which one should be from your line manager in your present organization (or last organization, if not presently employed), or—for applicants leaving full time education—from the head of the school, college, or institution.		
Name of Reference 1		
Address		
Telephone		
E-mail		
In what capacity do you know the above?		
May we approach this referee before interview?	Yes	No
Name of Reference 2		
Address		
Telephone		
E-mail		
In what capacity do you know the above?		
May we approach this referee before interview?	Yes	No
Name of Reference 3		
Address		
Telephone		
E-mail		
In what capacity do you know the above?		
May we approach this referee before interview?	Yes	No
The information given is true and accurate to the best of my knowledge and belief.		
Signature		
Dated		
Please return this form and all application materials to Note: Incomplete applications will not be considered.	Human Resources Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research P.O. Box 12050 Ras Al Khaimah, United Arab Emirates OR jobs@alqasimifoundation.rak.ae	