

**Gulf English School**  
مدرسة الخليج الإنجليزية



# Recruitment Process

**Created by:** HR  
**Reviewed by:** HR  
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## **Application**

GES accepts applications from well-qualified teaching and administrative staff with a minimum of:

- A bachelor's degree (specific to the position); master's degree preferred
- A teaching licence, certification or diploma
- At least two years of experience in the specialty for which they seek a position.

GES seeks individuals with the following qualities:

- Commitment to making the Mission of the school a reality.
- Commitment to school values and direction.
- Commitment to serving children's needs in a selfless manner.
- Dedicated to professional standards and open to change.
- Pride, consistency and initiative in carrying out all professional responsibilities.
- Commitment to developing the whole child by actively modelling character and engaging in student activities.
- Involvement in professional development, school and staff development initiatives, committees and workshops, strategic planning and curriculum mapping.
- Commitment to high standards of professional behaviour and communication.
- Commitment to attaining clearly articulated standards for understanding and abilities; teaching for meaning; stressing higher order thinking skills, not 'basic skills' alone.

## **How to apply:**

### **1. Recruitment Fairs:**

Each year School team attend several international recruitment job fairs organised by TES Global in the UK, other job fairs in Ireland & in addition to other university career fairs in the Middle East. Our recruiting schedule may change from year to year. Explore the recruiting agencies' websites to check the cities and our school representation each year.

### **2. Vacancies Posted on Recruitment Agency Websites:**

Vacancies are listed on the TES Global website and the websites of any recruiting job fairs that the school decides to attend that year. Shortlisted applicants are interviewed at job fairs in the UK, Ireland or Kuwait during the recruiting months. In some cases, interviews can also be conducted via Skype prior to the job fairs.

### **3. Vacancies Sub-Menu on the GES website:**

Vacancies and criteria for all openings are listed on the school's website as and when they arise. Interested candidates should send a letter of interest and resume through the link provided on the Vacancies page beginning November each year. Shortlisted applicants will be contacted by email in January or February, or earlier if the need arises, for personal interviews on the school premises or interviews via Skype. Visit the school's website starting November 1 to learn about the openings for the following year. Note: these vacancies may change from November to January, so keep track of the changes by visiting our website frequently during this period.

## On-Boarding Procedures

Following are the On-Boarding Procedures to ease your transition. We expect this could help you to complete the documentation and procedures. Please be aware that the mentioned processes are mandatory to be completed before you enter Kuwait and should take place in your Home Country. Also, we will be waiting for the missing documents as requested earlier. Please send us a clear scanned copy (photos not preferred) as unclear copies will not be accepted by the ministry.

### **Step 1: Employment Contract:**

Please notify us of your nearest International Airport at your Home Country and Home country address (Correct Full Name, Street Address, City, Country, Postal Code and at least two Contact Numbers with the Country Code) in order to prepare your Employment Contract. Also, note that this Airport Name will be mentioned in your Employment Contract and we shall be initiating your Bookings for joining and summer vacation together (round trip as per the school calendar). There shall not be any change accepted on the later stage as we have to move forward based on your initial confirmation. Once we have received the confirmation at the Airport, we shall proceed with the Employment Contract.

Please email us the details at the earliest and we shall forward you the Employment Contract accordingly.

### **Step 2: Educational Certificate Attestation:**

Please be noted that you need to notarize your educational certificates from a lawyer and then attest your Original Educational Certificates (Bachelor Degree and Master Degree) through FCO for UK Nationals and Ministry of Social Affairs for other Overseas Nationals. It should be authenticated from the country that you have completed and issued the degree certificate.

NOTE: As per Kuwait Labor law, it is mandatory to attest your Bachelor's Degree.

This process should be initiated immediately right after the receipt of the Employment Contract.

### **Step 3: CRB/DBS/Police Clearance Check:**

Please be noted that this Certificate is Valid only for 3 Months in Kuwait and please do not apply for it immediately. We shall notify you to start with your CRB/ DBS/ Police Clearance Check once we get your Initial Approval from the Ministry of Education in Kuwait. You need to complete CRB/DBS, which has to be attested by FCO for UK Nationals, Ministry of Social Affairs for Other Overseas Nationals.

### **Step 4: Medical Check:**

Please be noted that Medicals is Valid only for 3 Months in Kuwait and please do not apply for it immediately. We shall notify you to start with your Medical Check once we get your Initial Approval from the Ministry of Education in Kuwait. Generally; In case of candidate arriving Kuwait on NOC/ Work Visa, candidate requires HIV Test Certificate, Hepatitis B & C (HBV, HCV), Malaria, Filariasis, Syphilis (all from one blood test) and chest x-ray, Pregnancy test (for females). These documents are required to process your NOC at the Kuwait Embassy.

Please undergo your Medical checks after referring with the Kuwait Embassy in your Home Country in regards to the types of test that you need to undergo and to get information on the nearest approved clinic/hospital for the tests.

#### Step 5: NOC/Work Visa:

Simultaneously we are in the process of NOC (No Objection Certificate)/Work Visa application in Kuwait. The process includes Initial Approval from MOE and followed by the Ministry of Social Affairs and Labors. Once the approval process is completed, we shall send your NOC/Work Visa to your Home Country address through Courier. Please make sure to give us Correct Full Name, Street Address, City, Country, Postal Code and at least two Contact Numbers with the Country Code. (Please send this is to us at the earliest)

#### Step 6: Receipt of NOC/Work Visa:

Once you have received your Original NOC/Work Visa through Courier, please notify us.

#### Step 7: Final Stage:

Now you are ready to approach the Kuwait Embassy in your Home Country to finalise the rest procedures. Once you have completed all the paperwork that the Kuwait Embassy required (step 2, 3, 4, 5 and 6) with your original passport you may either send it to the Kuwait Embassy in Postal/Courier/in Person/through an agency. Please carry/send all the originals to the Kuwait Embassy.

#### Note:

If your Maiden name is on your Certificates (if applicable), please carry your Marriage Certificate along with you to show the name in Kuwait Embassy.

The Kuwait Embassy in your Home Country will check and verify the submitted documents and stamp the NOC/Work Visa on your Passport after which you shall be ready to travel to Kuwait.

#### Step 8: Confirmation:

Once you have a final confirmation that the Kuwait Embassy in your Home Country has completed the process, kindly scan and send all your documents to me to proceed further (Step 2 to 7).

#### Step 9: Booking Travel Ticket:

Once we have received the copies (as mentioned in Step 8) we shall initiate the Joining Ticket booking for you. Also, we shall forward the travel itinerary details to your given email address.

Please be informed that all the attestation and documents which stated above are mandatory to complete your Residency process in Kuwait and expect your fullest support to complete the same.

Looking forward to seeing you in the next Academic Year.

Best Regards,  
HR Team