

Taaleem Résumé/CV Submission Policy

Taaleem is committed to safeguarding your personal information.

This Taaleem Résumé/CV Submission Policy ('Policy') has been created to acquaint you as to how we will use your personal information submitted through our career centre, which is the Taaleem Head Office website career portal that provides online job search and application functions ('Career Centre').

Any personal information that you submit through our Career Centre will be kept confidential and will not be shared with any third party.

Submitting your personal information is voluntary. In the event that you choose not to submit your personal information, this may restrict our ability to consider your candidacy for a career opportunity.

Please read through the contents of this Policy carefully.

Your Personal Information

Your personal information in this Policy comprises all information that you submit through our Career Centre, including but not limited to your:

- name, address, telephone numbers, email address and any contact information;
- log-in and password;
- CV, cover letter, previous work experience, education and educational certificates/transcripts and relevant documentation; and
- employment and salary details.

If it is your intention to submit your references or your referee(s) contact details (or any other third party data) as part of your CV/résumé, it is your responsibility to obtain permission from your referee(s)/third party prior to submitting their personal information to us.

The content of the information you provide to us is your sole responsibility and therefore you are obligated to ensure that the information provided to us is law-abiding, honest, authentic and not in any way misleading and does not contain material that is obscene, blasphemous, defamatory or legally prohibited.

Use of Your Personal Information

We will use your personal information submitted on our Career Centre in the following way, to:

- determine your capability and qualifications for a job;
- administer reference/background checks;
- respond to any official body requesting information as required by law or regulation; and
- contact you regarding career opportunities.

Should you become an employee, any personal information that you submit will become a part of your Human Resources file and may be used for other employment/work-related purposes.

Data Access

Our database in the United Arab Emirates will store all personal information that you submit through our Career Centre. Your personal information will be evaluated by Taaleem employees only to assess your qualifications and experience for career opportunities within our organization. Taaleem will remain responsible for the personal information stored on our database. In order to keep your personal information secure, we will regularly monitor and update our systems to ensure that information stored remains secure..

Retaining your Data

Your personal information will be stored and retained on our Career Centre. However, for your own records please ensure that you retain copies of all your personal information submitted.

Candidates applying for career opportunities may be considered for other jobs within the organization, for which you may be qualified. Upon your request we will not retain your personal information for such purposes.

Access, Reviewing, Changing and Deactivating Personal Information

Your personal information submitted through our Career Centre can be accessed, reviewed and changed by you at any time by logging into the Career Centre. We would encourage you to promptly update your personal information if it changes or is inaccurate.

We will deactivate or remove your personal information from our Career Centre upon your request, or following a period of 18 months, should there be no activity by you. However, some information may be retained as permitted or required by law. Following the de-activation of your account you may re-register at any time.

Diversity and Equal Employment Opportunity

Taaleem is an equal opportunity employer and therefore prohibits discrimination on the basis of race, gender, color, nationality, place of origin, religion, marital status, age, disability and / or expression or any other classification protected by UAE law in any area of recruitment.

No Guarantee of an Offer of Employment

Our Career Centre posts job vacancies within Taaleem. However, such postings do not constitute a promise or binding offers or terms and conditions of employment. We may adapt or remove without notice any specification of the of the employment positions advertised on the Career Centre, for example, compensation and benefits offered.

Any formal offer of employment that may be made following your submission of personal information via our Career Centre and subsequent interview, is in accordance with the specific terms and conditions of that offer, and is not based in any way upon the description of the opportunity posted on our Career Centre.

UAE Law Applicable to Job Applications

Our Career Centre allows you to apply for jobs based in the United Arab Emirates ('UAE'). Job opportunities posted on our Career Centre will be governed by the laws of the United Arab Emirates where the job is located. By applying for a job through our Career Centre, you accept that (i) the laws of the UAE will have exclusive jurisdiction over any disputes arising from your application; (ii) the laws of the UAE shall apply to your application; and (iii) Taaleem, including its group companies, is not responsible or liable for the prerequisites or limitations your application may be subject to under the laws of the UAE.

The information contained in the Career Centre may not be reproduced or copied by any third party and is not intended for distribution to, or use by, any person or entity in any jurisdiction or country where such distribution or use would be contrary to local law or regulation.

Changes to this Policy

This Policy may be revised occasionally by Taaleem. The date of any revision to the Policy will be clearly indicated and such revision will become effective following the initial posting on the Career Centre. Please contact us online if you disagree with any such revision and as a result wish to de-activate your account.

Contacting us

Kindly contact us online should you have any queries or questions, relating to this Policy. Please do not submit your resume via the Contact Us Form, by email or through our postal address. Applicants may only be considered for employment opportunities when their personal information is submitted through our Career Centre.

Please note the following when applying for Teaching Positions:

First: the conditions which must be satisfied in the candidates for the administrative, technical and supporting positions in the educational institutions:

Position	Qualifications	Remarks
School principal	University degree	Experience of not less than 5 years in school administration or experience of not less than 3 years in school administration + 2 years in teaching field
Assistant school principal	University degree	Experience of not less than 2 years in school administration or 3 years in teaching field.
School supervisor	University degree	Experience of not less than 2 years in teaching field or 1 year in administration field.
Secretary	Diploma secondary School certificate	Secretarial specialty experience of not less than 2 years in secretarial or specialized course in secretarial field.
Social /psycho specialist	University degree	Specialty in social service or sociology or psychology
Senior teacher/educational supervisor/ head of subject section.	University degree + diploma in education or educational university degree	1- Specialty should match the subject which he supervises 2- Experience of not less than 5 years in the field of teaching the subject and the stage itself.
Librarian/ lab guardian	Diploma (2 years after secondary school) or equivalent	Specialty related to the field of the same position for which the candidate applies
Assistant teacher	Secondary school certificate	In the stage of kindergartens and the primary stage only

- UAE National candidates for the said positions may be exempted from experience condition.
(Source: Article 70 of The Bilo of the Private Education Law, First Edition 2001, United Arab Emirates)