



Purpose:

The purpose of this Staff Recruitment Policy is to establish a fair, transparent, and consistent process for the recruitment, selection, and appointment of qualified candidates for positions within Emirates Future International Academy. This policy ensures compliance with legal and ethical standards of UAE and aims to attract the best talent while promoting equal opportunity and diversity.

Scope :

The policy applies to all staff employed on a permanent contract with Emirates Future International Academy. It covers internal promotions, transfers, and external hiring at all levels of the organization.

Objectives :

- Committed to promoting the welfare of children, young people, parents and staff, EFIA aspires to recruit employees with this shared understanding and requires all employees and volunteers to demonstrate this commitment in every aspect of their work.
- EFIA is committed to ensuring that only suitable adults are working with students and to promote safe practices where appropriate actions are taken to keep students safe.
- All applicants must provide an up-to-date criminal records clearance from their country of origin or from Ministry of Interior (MOI) is a resident of UAE
- EFIA aims to treat job applicants and employees in the same way, regardless of gender, marital status, age, race, religion, or disability. The sole criteria for selection will be the applicant's suitability for the role.

Recruitment Procedures:

Job Vacancy Identification:

- A job vacancy must be formally approved by the department head and the Human Resources (HR) department.
- A job description and person specification must be prepared for each vacancy, detailing the roles, responsibilities, required qualifications, and skills.

Job Advertising:

- All vacancies will be advertised internally and externally through appropriate channels such as the school's website, job boards, social media.





- Job advertisements must include the job title, location, key responsibilities, essential qualifications, and the application deadline.

Application Process

- All candidates must submit a formal application (resume/CV, cover letter, and any additional required documents) via the specified application platform.
- The HR department will acknowledge receipt of all applications and screen them based on the job criteria outlined in the job description.

Selection Process:

Shortlisting

- The HR department will review all applications and shortlist candidates who meet the essential qualifications and experience requirements.
- Shortlisted candidates will be contacted for further evaluation
- Candidates whose qualifications and experience align with the requirements of the teaching role will be shortlisted and invited to present a demonstration lesson on the subject they are expected to teach.

Demonstration Assessment:

- If the candidate successfully passes the demonstration evaluation, they will proceed to subsequent rounds of interviews, where further competencies and suitability for the role will be assessed.
- Depending on the specific nature of the teaching role, candidates may be required to complete additional assessments to further evaluate their skills and competencies.

Decision-Making Process:

- The final decision regarding the selection of candidates will be made based on a combination of the results from the demonstration, additional assessments (if applicable) and interview performance to ensure a well-informed and objective hiring decision by the HR department and Head of department and the Vice principal , Principal.
- This structure ensures clarity and formal tone while covering the key aspects of your recruitment process.

Job Offer and Appointment:

- The selected candidate will receive a formal offer of employment in writing, which will include the job title, salary, terms and conditions, and start date.





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- The candidate must provide written acceptance of the offer within a specified time frame.
- Upon acceptance of the offer, the HR department will prepare an employment contract, which must be signed by the candidate before commencing employment.
- The employment contract will outline all key terms, including probationary periods, benefits, and notice periods.

All personal data and sensitive information provided by candidates during the recruitment process will be handled in accordance with [Organization Name]'s Data Protection Policy and applicable privacy laws.



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