



Dubai Human Development Award Assessor Application Form – 2017

(Please type in your details and send us a scanned copy by email to bec@dubaided.gov.ae)

First name:		Surname:						
Mobile:		Telephone:						
Email:		Fax:						
Nationality:		Date of birth:						
Organisation Name:		Current Position in your Organisation :						
Total Number of Employees reporting to you:		Employer's Specialisation or main business activities:						
Total Number of Employees (in Dubai):		Total Number of Branches in Dubai:						
Employer's Address:								
Languages Level of proficiency: (Please tick as Appropriate)	Languages	Mother Tongue	Reading			Writing		
			Low	Avg.	High	Low	Avg.	High
	Arabic							
	English							
	Others (1).....							

Office Use Only:	Comments:	Acceptance	Assessor No.
		YES / NO	

Please summarise the positions held by you during the past 5 years only.
(with the most recent position first):

<p>(1) Date from to.....</p> <p>Job Title:</p> <p>Organisation:</p> <p>Business Activity:</p> <p>Number of Employees reporting to you:</p> <p>Your key areas of responsibility:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>(2) Date from to.....</p> <p>Job Title:</p> <p>Organisation:</p> <p>Business Activity:</p> <p>Number of Employees reporting to you:</p> <p>Your key areas of responsibility:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>(3) Date from to.....</p> <p>Job Title:</p> <p>Organisation:</p> <p>Business Activity:</p> <p>Number of Employees reporting to you:</p> <p>Your key areas of responsibility:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

The Main Academic and Professional Qualifications (not more than 4)

(Include membership of professional institutions for example: Institute of Human Resources, Institute of Management, American Human Resource Consultants... etc.)

Main Academic and / or Professional Qualifications Only (Please do not use abbreviations)	Date Achieved
1.	
2.	
3.	
4.	

Please send us scanned copies of key certificates by email on bec@dubaided.gov.ae

The Main and Most Recent Training Attended in the last 3 years (not more than 5)

(Please indicate below any relevant training received during the last 3 years only).

Main Training Attended Only	Date
1.	
2.	
3.	
4.	
5.	

Please send us scanned copies of key certificates by email on bec@dubaided.gov.ae

Please List:

Any Previous Assessor Experience if available (e.g. DQA, SKEA, MRM, IIP, Baldrige, BQF, EFQM... etc)

	Name of the Award	Date of Assessment	Place of Assessment	Position (Assessor / Team Leader)
1				
2				
3				

Please send us scanned copies of key certificates by email on bec@dubaided.gov.ae

Personal Statements

Using a separate sheet of paper, please summarise (**in less than 5 lines only**) each of the following:

1. Why should you be selected as an Assessor of the Dubai Human Development Award?
2. Can you dedicate "Quality Time" for this Process? If so, please state how.
3. Is there any specialty that you will bring to the assessment team? If yes, please explain the same.
4. Will your organisation use your new skills? Please clarify.

Please write in the box provided below (or use an additional sheet if required):

--

Your Availability:

Please indicate your availability as follows :	Available	Not Available
Are you available during October & November 2017 to receive the training?		
Are you available during December, January 2018 to conduct the assessments with your team?		
Are you available during January/February 2018 to conclude the Site Visit and after site visit meeting?		
Are you available during March 2018 to conclude the assessments and feedback status?		

Important notes:

Approval from your employer is important. Before signing, please read through the following important notes:

- (1) Applicants will be required to attend a 2-day new assessors workshop in October and an additional 1-day workshop with their respective teams, during November.
- (2) The training will be delivered in English and therefore, a good command of the English language is expected, both, in reading and writing.
- (3) Whilst you will work under the supervision of a team leader, the applicants are expected to serve in a team of assessors with the responsibility to evaluate and to score upto two submissions (generally one submission). That must be conducted between November and February the following year.
- (4) Each single Assessment requires at least 48 hours of private work, plus two full days for consensus meeting. In addition, Assessors will also require 1-2 hours for the pre site visit meeting, one or two days for the site visit and 1 day for the post site visit meeting.
- (5) Consensus meetings may be held in the morning at the DED Office (on week days during working hours) or any other venue convenient to the DHDA team. Site visits must be held in the morning during the working week, at the applicant's site.
- (6) This work is completely voluntary. No fees will be paid to new assessors; however, an honorarium is paid to senior assessors and team leaders only. New assessors work will be recognised by the Dubai Human Development Award Secretariat and certificates will be awarded to each assessor, for attending the training and for conducting the assessment. The training will be conducted by a certified trainer. **All New Assessors selected will be charged AED 1000, for their training fee.**

Applicant's Signature (Acknowledging the Above Responsibility):

Applicant's Name:

Position:

Applicant's Signature: **Date:**

Approval by Your Immediate Manager:

I have read the above important notes and I have no objection to the participation of the above named applicant.

Manager's Name:

Position:

Manager's Signature: **Date:**

Email:

Completed Forms should be emailed back to:

Business Excellence Department, Department of Economic Development

P.O. Box 13223, Dubai, UAE, Email: bec@dubaided.gov.ae

For further details please contact: Telephone: 04-4455833

