**ST. GEORGE INTERNATIONAL SCHOOL & PRESCHOOL 2019/2020**

**Application Form for**

(Job Title)

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| DATA PROTECTION NOTICE |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations   You’ll find more information on how we use your personal data in our privacy notice for job applicants. |
| VACANCY INFORMATION |
| Application for the post of:  What date are you available to begin a new post?  Where did you first hear about this job? |

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| CRIMINAL RECORD CHECK |
| St. George International School & Preschool is legally obligated to carry out checks on suitability to work with children prior to appointment.  Prospective staff are required to submit a recent court certificate/ police check/ICPC which will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role before starting their contract.  It is an offence to seek employment in an educational institution if you do not hold a clean legal record or have been previously disqualified from working with children.  It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any data processed as part of the background check will be processed in accordance with data protection regulations and the school’s privacy notice. |

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| **Have you ever been disqualified from working with children? □** Yes **□**No  **Have you ever been convicted of a criminal offence? □** Yes **□**No  If you’ve lived or worked outside of Bulgaria in the last 5 years, the school may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of Bulgaria in the last 5 years? □** Yes **□**No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Any convictions listed on a DBS/ ICPC check will be considered on a case-by-case basis. |
| SIGN AND DATE |
| Name (please print):  Sign:  Date: |

1. **Instructions**

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full.

Please submit the filled in application form to the school reception desk or via e-mail to human. [resources@stgeorgeschool.eu](mailto:resources@stgeorgeschool.eu) in order to be assessed for an interview. If you get approved, you will receive an invitation for an interview via phone or by the HR department.

1. **Personal Details**

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| PERSONAL DETAILS | |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames** |  |
| **If you prefer to be called by a name other than the one listed above, please specify** |  |

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| CONTACT DETAILS | |
| **Address** |  |
| **Postcode** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **E-mail address** |  |

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| DISABILITY AND ACCESSIBILITY |
| **The school has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.**  **If you have a disability or impairment and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:** |

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| RELATIONSHIP TO THE SCHOOL | | |
| **Please list any personal relationships that exist between you and any of the following members of the school community:**   * **Governors** * **Staff** * **Pupils**   **If you have a relationship with a governor, employee, this does not necessarily prevent them from acting as a referee for you.** | | |
| **Name** | **Relationship** | **Role at school** |
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**3. Employment History**

Choose the table below that’s most appropriate. Delete the other table.

For teaching posts, including teaching assistants:

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| CURRENT EMPLOYMENT DETAILS | | | | | | | | |
| **Job title** | **Employer details (name, address, e-mail and/or telephone)** | **Dates employed** | **Age range taught** | **No. on the roll** | **Permanent or temporary** | **Part-time or full-time** | **Salary (incl. allowances)** | **Description of responsibilities** |
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For non-teaching roles:

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| CURRENT EMPLOYMENT DETAILS | | | | | | | | |
| **Job title** | **Employer details (name, address, e-mail and/or telephone)** | **Dates employed** | **Age range taught** | **No. on the roll** | **Permanent or temporary** | **Part-time or full-time** | **Salary (incl. allowances)** | **Description of responsibilities** |
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| PREVIOUS EMPLOYMENT | | | | |
| Please provide details of all previous employment. List the most recent employment first. | | | | |
| **Job title** | **Name and address of the employer** | **Dates employed** | **Description of responsibilities** | **Reason for leaving** |
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**4. Education and training**

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| EDUCATION AND QUALIFICATIONS | | |
| Please provide details of your education from secondary school onwards.  You’ll be required to produce evidence of qualifications. | | |
| **Dates attended (month and year)** | **Name and location of school/ college/ university** | **Qualifications gained**  **(including grades)** |
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| TRAINING AND PROFESSIONAL DEVELOPMENT | | | | |
| Please provide details of training or professional development courses undertaken in the last 5 years that are relevant to your application | | | | |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained** | **Course provider** |
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| TEACHER STATUS | |
| **Do you have teaching qualification?** |  |
| **Diploma** |  |
| **Date of qualification** |  |

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| ADDITIONAL INFORMATION |
| Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests. |
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| DRIVING LICENCE DETAILS | |
| **Do you have a valid driving license?** |  |

**5. Letter of application**

Please attach an accompanying letter explaining why you’re applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Please include your surname and the title of the post you’re applying for as the file name for the file name for the attachment.

**6. References**

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you’re not previously been employed, please provide details of another suitable referee.

The school reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.

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| NAME | RELATIONSHIP TO YOU | ADDRESS AND POST CODE | CONTACT NUMBER | EMAIL ADDRESS | IS THIS YOUR CURRENT EMPLOYER |
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If either of your referees knows you by a different name, please state:

If you don’t wish us to contact your referees without your prior agreement, please thick this box: □