**VACANCY APPLICATION FORM**

**Thank you for your interest in joining the British School of Bucharest!**

BSB uses its own application form and all applicants for employment are required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are expected to account for any gaps or discrepancies in employment history).

The application form includes a declaration regarding convictions and working with children, and the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

CV’s will not be accepted alone; an application form must be completed. The School will not employ anyone who is barred from working with children. All applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

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| --- |
| **Title of post applied for:** |

**Personal details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: | | First name | |
| Preferred title: | | Previous surname(s) (*or aliases* *if appropriate):* | |
| Date of birth: | | Place of birth: | |
| Passport issued by: | Date of issue: | | Expiry date: |

**Relevant experience**

**Current appointment:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name & Address of School/ Organization | City/Country | Type of school | Title of post | Subject(s) taught | Year Group(s) taught | Full time/ part time/ supply | Dates  From To | |
|  |  |  |  |  |  |  |  |  |

**Previous teaching experience:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name & Address of School/ Organisation | City / Country | Type of school | Title of post | Subject(s) taught | Year Group(s) taught | Full time/ part time/ supply | Dates  From To | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Do you have all relevant Police checks for each country you have lived more than 3 months?** | |
| * **Yes:** | * **No:** |
| **If “No” please take into consideration that all police check must be delivered to the BSB HR department (as soon as possible after an offer will be submitted to successful candidates).**  **Please comment below if any issues regarding this:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

**Brief:**

|  |  |
| --- | --- |
| No of years teaching full time:  No of years teaching British NC: | Main subject and level taught (Senior School) |
| Subject and age range specialty (Primary School) | Additional subject taught (Senior School) |
| Explanation for any gaps in work history: | Explanation for any gaps in work history: |

**Additional experience outside teaching:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of School/ Organization | City / Country | Nature of business | Position held | Responsibilities | Dates  From To | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Relevant education and qualifications**

Higher education:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Institution  (full or part-time) | City / Country | Dates  From To | | Main subjects | Qualifications obtained | Class of degree |
|  |  |  |  |  |  |  |

**Other qualifications and training attended *(mention the courses attended in the last three years*):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution | Location | Dates  From To | | Course title and qualification |
|  |  |  |  |  |

**UK QTS, DfES (UK applicants) or other:**

|  |  |
| --- | --- |
| Date recognised | Teaching reference |
|  |  |

**Details of A’ Levels/IB:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School | Location | Dates  From To | | Subject and Grades attained |
|  |  |  |  |  |

**Languages:**

|  |  |
| --- | --- |
| First language | Proficiency Level |
|  |  |
| Other Languages |  |
|  |  |
|  |  |
|  |  |

**References:**

**Names and contacts details of Referees: (*if currently employed as a teacher, must give the name and contact details of current Head teacher; two professional non-related referees would be expected):***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Preferred Title | Name | Address | Position | Phone number/  Fax number | Email |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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| --- |
| **By submitting this application form I agree and acknowledge that the referees above mentioned will be contacted as part of the recruitment process.** |
| Surname:  First name: |

|  |  |
| --- | --- |
| **The above-mentioned referees can be contacted by HR department:** | |
| Anytime: | After the following date:  Skype address: write here |

**Extracurricular:**

*Attach one A4 size page about hobbies and involvement in co-curricular activities*

**Contact details:**

|  |  |
| --- | --- |
| Permanent Address: | |
| Telephone No:  Work:  Home / Mobile: write here | Fax No:  Email address:  Skype address: write here |
| Other contact number in case of difficulty in contacting you: | Do you have access to video conferencing facilities? |

|  |  |
| --- | --- |
| Are you are accompanied by your partner / children? *(You may include a CV for your spouse if you wish. If your spouse is also applying for a post with us, a separate application form should be completed)* |  |

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| **Declaration:**  **Please read carefully before submitting** |
| By submitting this application form I declare that the information given is true and accurate and that I have no previous convictions or reasons why I should not work with children. I acknowledge and accept that any offer of employment which may be made to me by British School of Bucharest is subject to this declaration.  Surname:  First name: Write here |

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| --- |
| Instructions for sending this form via e-mail:   1. Complete the form and Save as an MS Word file. 2. Along with your application, please send a recent color photograph and a cover letter. 3. Attach at the same time: the application, CV, cover letter, any additional documents (i.e. references), a recent photo and send them to **vacancies@britishschool.ro** |

Name Surname Date

Signature