**VACANCY APPLICATION FORM**

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

We recognize our moral and legal responsibility to protect and promote the well-being of all students. We strive to provide a safe and welcoming environment where students are respected and valued. We promote an atmosphere in which children and staff feel safe, are encouraged to speak up, and are listened to when they have concerns. We remain alert to signs of abuse and neglect and follow our procedures to ensure that children in need or at risk receive effective support, protection, and justice.

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: | | All previous surname(s) and *aliases:* | |
| 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 (MM/YY) | |
| From | To |
|  |  |  |  |  |  |  |  |  |

**All previous teaching experience:**

*(Please add additional rows as required)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 (MM/YY) | |
| From | To |
|  |  |  |  |  |  |  |  |  |
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|  |  |
| --- | --- |
| No of years teaching full time: | Main subject and level taught (Senior School): |
| No of years teaching British National Curriculum: | Additional subject taught (Senior School): |
| Subject and age range specialty (Primary School): |
| Detailed explanation for any gaps in work history: | |

**Additional experience outside teaching:** *(Please add additional rows as required)*

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

**Relevant education and qualifications** *(Please add additional rows as required)*

Higher education:

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

**Other qualifications and training attended in the last three years:** *(Please add additional rows as required)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution | Location | Dates  (MM/YY) | | Course title and qualification |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |

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

|  |  |
| --- | --- |
| Date recognised | Teacher reference number |
|  |  |

**Extracurricular:**

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

**Details of A’ Levels/IB:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School | Location | Dates  (MM/YY) | | Subject and Grades attained |
| From | To |
|  |  |  |  |  |

**Languages:**

|  |  |
| --- | --- |
| First language | Proficiency Level  *(Native / Advanced / Conversational / Beginner or CEFR Level)* |
|  |  |
| Other Languages |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Please state the countries you have lived in for longer than 3 months:**  **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 checks must be delivered to the BSB HR department (as soon as possible).**  **Please be aware that commencing any activity at BSB which involves contact and interaction with children, is conditional upon submitting the relevant police checks.**  Please also be aware that an online search will be carried out as part of due diligence on shortlisted candidates.  Please comment below if there are any issues regarding this:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

**References:**

**Names and contacts details of Referees:**

**Two professional non-related referees are expected. If currently employed as a teacher, you must give the name and contact details of your current Head teacher. We reserve the right to contact all previous employers, and we will contact the last workplace where the applicant interacted directly with children.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Preferred Title | Name | Organisation & Address | Position | Phone number | Email |
|  |  |  |  |  |  |
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| --- |
| **By submitting this application form I agree and acknowledge that the referees above mentioned will be contacted via e-mail and via phone, as part of the BSB recruitment process.**  **By submitting this application form I declare that I have requested and obtained the consent of the referees above mentioned to provide their contact details to the organisation for being contacted.** |
| Surname:  First name: |
| **At what times/date can the above-mentioned referees be contacted by HR department?**  Times:  After the following date (if applicable): |

**Contact details:**

|  |  |
| --- | --- |
| Permanent Address: | |
| Telephone Number: | Are you accompanied by a partner? Yes / No  You may include a CV for your partner/spouse if you wish. If your spouse is also applying for a post with us, a separate application form should be completed. |
| Work Number: |
| Email address: | Number and Age of Dependents (if applicable): |

**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: | Signature: |
| First name: | Date: |