**Application For Employment**

**Section 1: Personal Details**

|  |  |
| --- | --- |
| Position Applying For: | |
| Name: | Correspondence Address (If different): |
| Title: e.g. Mr, Mrs, Dr | Country of Residence: |
| Home Address: | Nationality: |
| Email: | Do you hold an EU passport?:  Yes  No |
| Telephone (mobile): | Do you have EU working status?:  Yes  No |
| Telephone (other): | Driving license:  Yes  No |
| Skype ID: | Do you have school-age children that you  may wish to enroll at St George’s?  Yes  No |

**Section 2: Education and qualifications**

*List all education qualifications with highest/most-recent qualifications first.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School, college or university | Qualifications & subjects | Results  (grade or classification) | Mode of study  (full-time, part-time or correspondence) | Period of study  (date from – date to) |
|  |  |  |  |  |

**Section 3: Other training**

*List all training undertaken including in-service courses. Please include membership and grade of professional organisations.*

|  |  |  |  |
| --- | --- | --- | --- |
| Institution | Qualifications & subjects | Results  (grade or classification) | Period of study  (date from – date to) |
|  |  |  |  |

**For office use only**

|  |  |
| --- | --- |
| Long list: | Withdrawn: |
| Short list: | Application for the post of: |
| Call to interview: |
| Take-up references: |

**Section 4: Employment History**

**Current/Most recent employment**

|  |  |
| --- | --- |
| Job title: | |
| Employer: | |
| Date from: | Gross salary: |
| Date to: | Allowances or additional salary points: |
| Address: |
| If part-time, please indicate weekly hours: |
| Notice period: |

**Previous employment**

|  |  |
| --- | --- |
| Job title: | |
| Employer: | |
| Date from: | Gross salary: |
| Date to: | Allowances or additional salary points: |
| Address: |
| If part-time, please indicate weekly hours: |
| Notice period: |

|  |  |
| --- | --- |
| Job title: | |
| Employer: | |
| Date from: | Gross salary: |
| Date to: | Allowances or additional salary points: |
| Address: |
| If part-time, please indicate weekly hours: |
| Notice period: |

|  |  |
| --- | --- |
| Job title: | |
| Employer: | |
| Date from: | Gross salary: |
| Date to: | Allowances or additional salary points: |
| Address: |
| If part-time, please indicate weekly hours: |
| Notice period: |

*Please continue on a separate sheet if necessary.*

**Section 5: Statement**

*Please outline the skills and attributes that make you suitable for the role, and provide examples from your current or previous positions.*

|  |
| --- |
|  |

**Section 6: Referees**

*It is our policy to take up references for shortlisted candidates. Please provide names and addresses of three referees, one of which should be your present or most recent employer. If you are known to your referees by a former name please supply the name by which you were known. If you have not previously been employed, please provide the name(s) of a person(s) who knows you well. Referees should have direct knowledge of your professional capacities and performance. No offer of employment will be made until references have been received.*

|  |  |  |
| --- | --- | --- |
| Name of Referee | Position and Employer | Email and Telephone |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 7: Protection of children**

*Disclosure of any criminal background is required. Offers of employment will also be dependent on completion of a satisfactory Disclosure and Barring Service check (DBS) or police check. Disclosure of a criminal background will not necessarily bar you from any appointment.*

|  |
| --- |
| Have you ever been convicted of a criminal offence?  Yes  No |
| Offence: |
| Sentence: |
| Date: |

**Section 8: Applicant’s declaration**

*I declare that the information I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any contract of employment with St George’s British International School will be offered on the basis of the information I have provided. I understand that a false declaration, which results in my appointment, may render me liable to dismissal.*

*I am in possession of certificates which I claim to hold, and understand that wilful falsification may result in dismissal if appointed. I confirm that I am happy for you to contact my referees to request a reference as part of the shortlisting and/ or interview process.*

**For information about how we store and use your data in compliance with the General Data Protection Regulation (GDPR) please refer to the Privacy page of the St George’s website.**

**I provide my consent to the processing of my personal information. I understand that data processing is necessary in order to provide the services offered.**

|  |  |
| --- | --- |
| Signature: | Date: |
| Completed applications should be submitted to jobs@stgeorge.school.it | |

**St George’s is an equal opportunities employer. Discrimination will not be made on the grounds of race, ethnicity, religion, age, nationality, marital status, sexual orientation or other basis.**