**Application for Employment:** 

**Cover sheet**

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| **CONFIDENTIAL:** The information you provide on this form will be used for recruitment, selection and for employment contract purposes. Please complete this application form and submit it as an email attachment to hr@transylvania-college.ro, along with your CV - including full contact details, letter of application, copies of your university-awarded degrees/transcripts and police background checks from every country where you have worked.    **IMPORTANT:** Please state the post for which you are applying in the subject field of your application. |

**AVAILABILITY**

If you were successful in your application, are you able to take up the appointment at the beginning of January 2017? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PERSONAL INFORMATION** | | | | | |
| POST APPLIED FOR: |  | | | | |
| Surname  (Family Name) |  | | | | |
| Name |  | | | | |
| Address |  | | | | |
| Town / City |  | | | | |
| Postcode |  | Country | | |  |
| N.I. or ID Number |  | Dependants | | | 1. |
| Date of Birth |  | 2. |
| Nationality |  | 3. |
| Email |  | | | | |
| Skype address |  | | | Phone Number: | |
| **ADDITIONAL INFORMATION** | | |  | | |
| Please provide your DfES reference number, if available. | | |  | | |
| Have you completed Newly Qualified Teacher (NQT) induction period? | | |  | | |
| Are you eligible to work in Romania? | | |  | | |
| Have you ever been convicted of a criminal offence? If so, please give details on a separate sheet. | | |  | | |
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| **REFERENCES** | | | | |
|  |  | |  | |
|  | Reference 1  (Current / Most Recent Head-teacher) | | Reference 2 | |
| Referee Name |  | |  | |
| Job Title |  | |  | |
| Address |  | |  | |
| Email |  | |  | |
| Telephone |  | |  | |
|  | May we take up the reference prior to an offer of employment? |  | May we take up the reference prior to an offer of employment? |  |
|  |  |  |  |  |

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| **I declare that the information that I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from the appointment OR if appointed may result in dismissal.** |

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|  | You are required to type an “X” in this box to certify that all the information you have provided is accurate. |