|  |  |
| --- | --- |
| **Post for which you are applying** |  |
| **Date from which you are available to take up duty** |  |

**SECTION 1**

**1. Personal Details**

|  |  |
| --- | --- |
| **Name in full (block capitals – surname first)** |  |
| **Maiden name (if applicable)** |  |
| **Date of birth** |  |
| **Place of birth** |  |
| **Nationality** |  |
| **Current address** |  |
| **Home telephone/mobile/fax** |  |
| **E-mail address** |  |
| **Skype address\*** |  |
| **Marital/Partnership status** |  |
| **If married/partnered, state full name, profession of spouse/partner, number of children, with names and ages** |  |

\***Skype –** BST may request you to ‘attend’ a preliminary interview via internet video conferencing, we use Skype for this.

**2. Teaching Qualifications**

|  |  |
| --- | --- |
| **Do you have a teaching qualification recognised in England and Wales?** |  |
| **If yes, what qualification do you have?** |  |
| **How long have you taught since qualifying as a teacher?** |  |
| **Have you ever taught in Great Britain?** |  |
| **If yes, for how long?** |  |
| **UK Teaching Qualification Ref. No**. (or national equivalent) and **date of qualification** |  |

**3. Education**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Institution** | **Qualifications gained (with Grades)** | **Dates of attendance** |
| **School (including O Level/GCSE and A-level)** |  |  |  |
| **College/University** |  |  |  |
| **Teaching Qualification** |  |  |  |
| **Graduate Degree/NCSL Qualification** |  |  |  |
| **Recent courses attended** |  |  |  |

**SECTION 2**

**1. Employment Details**

|  |  |
| --- | --- |
| **Current employment**  (Name, postal address, telephone number, website) |  |
| **Current post held** |  |
| **Salary in Sterling** |  |
| **Point on UK Pay Scale** |  |
| **Type of school**  (Primary, Secondary, Maintained, Independent) |  |
| **Number of students on roll** |  |
| **Date appointed** |  |

**2. Previous Teaching Experience** (most recent first)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of School** | **Country** | **Name of School** | **Post Held** | **No. on roll** | **Dates** | |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**3. Personal interests, including extracurricular activities**

|  |
| --- |
|  |

**4. Details of any significant illness during last 3 years, including days off sick in last 12 months**

|  |
| --- |
|  |

**SECTION 3**

**1. Referees**

**Referees:** (must be current and previous Head of School).

May we take up these references now? Yes / No

**Referee A**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **School name** |  |
| **Address** |  |
| **Telephone/Fax** |  |
| **Email** |  |

**Referee B**

Name

Status

Address

Phone / Fax

E-mail

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **School name** |  |
| **Address** |  |
| **Telephone/Fax** |  |
| **Email** |  |

**2. Availability**

|  |  |
| --- | --- |
| **Please indicate any dates you are not available for interview** |  |

**SECTION 4**

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”**. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240164/Filtering_guidance_v1_5.pdf>

|  |  |
| --- | --- |
| **Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – or equivalent in other countries in which you have lived?**  If yes please give details here. |  |
| **Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership) – or equivalent in other countries in which you have lived?** If yes please give details here. |  |
| **Do you consider yourself disabled?**  (The Disability Discrimination Act says that this would be “a substantial or long term physical or mental impairment or health issue which could adversely affect your ability to carry on normal day to day activity”)  If **yes**, please state the nature of your disability |  |
| **Visa Status and validity period** (if currently in Japan) |  |

Please note

* If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service** (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
* Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
* Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.

Your application should include:

* Full letter of application
* Completed BST Employment Application Form
* CV
* Recent photograph

**Only complete applications, including all the documents listed above, will be considered**. It should be understood that nothing in this form constitutes a contract.

Thank you for your interest in BST. Please return your application to [bstrecruit@bst.ac.jp](mailto:bstrecruit@bst.ac.jp)

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