PRIVATE AND CONFIDENTIAL

**Application for Employment**

Please insert or attach a passport style photograph here.

To be completed in applicant’s own handwriting or online and submitted with your letter of application. If you require more space to complete any section, please continue on a separate sheet and attach to this form.

|  |  |
| --- | --- |
| 1. **Position Applied for:** |  |
| Start Date: |  |
| 2. **Personal Particulars:** | |
| Surname (Block Letters): |  |
| Full forename: |  |
| Former surname (if applicable): |  |
| Title: Mr/Mrs/Ms etc |  |
| Date of Birth: (required for DBS checks) |  |
| Current Address: |  |
| Email Address: |  |
| Mobile phone number: |  |
| Work phone number: |  |
| Evening phone number: |  |
| **Nationality:** |  |
| **Passport Held/Number:** |  |

|  |  |
| --- | --- |
| **National Insurance Number if applicable:** |  |
| Current Driving Licence: | **Yes / No** |
| UK Department for Education Reference number (if applicable) |  |
| Are you registered with the Greek Ministry of Education (if so to which division) |  |
| Do you have UK Qualified Teacher Status? | **Yes/No** |
| Have you any close connections with member(s) of the St Catherine’s British School staff or community?  **Yes / No**  If YES, please provide details: | |
| Do you have a disability for which you need adjustments to the workplace or for the interview process? | **Yes / No**  If Yes, please provide details separately |

1. **Academic, Professional and Vocational Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full name and address of educational establishment** | **Dates Attended** | **Examination Results** | | |
|  | **Start and end dates (**with month and year) | **Date passed**  (month & year) | **Qualification**  (e.g. GCSE, IB,A,  Degree, PGCE) | **Grade/Class** |
| **Secondary Education** (School) |  |  |  |  |
| **Higher Education**  (University, College) |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Professional and Vocational Qualifications** |  |  |  |  |

1. **Extra-Curricular Activities / Interests / Achievements**

Please tell us more about yourself – your hobbies, interests and achievements outside of work and education (In bullet point format).

1. **Employment History**

Please supply a full history of all employment, self-employment and any periods of unemployment since leaving secondary education, that are not detailed in Section 3. Details of holiday jobs etc. whilst in full time higher education are not required. Provide, where appropriate, explanations for any periods not in employment, self-employment or further education/training and in each case any reason for leaving employment. Continue overleaf if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer name and location**  Please start with your current or most recent role and then list your history in reverse chronological order. | **Start and finish dates** (month & year) | **Role title and brief description of responsibilities** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Referees**

Please give details of at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.

Please note references will not be accepted from relatives or referees writing solely in the capacity of friends.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Position** | **Address & Phone No.** | **Email** | **Dates known** |
| 1. |  |  |  |
| Professional Relationship: | | | |
| **Name and Position** | **Address & Phone No.** | **Email** | **Dates known** |
| 2. |  |  |  |
| Professional Relationship: | | | |
| **Name and Position** | **Address & Phone No.** | **Email** | **Dates known** |
| 3. |  |  |  |
| Professional Relationship: | | | |

**It is our practice to contact referees prior to the interview process.**

1. **Criminal Record Check**

St Catherine’s British School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We comply fully with the guidance provided by KCSIE and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013) (hereafter ROA) Code of Practice, a copy of which is available upon request. As such our processes include using criminal record checks processed through the Disclosure and Barring Service (DBS) and the successful applicant will be subject to an Enhanced DBS check. Any offer of employment is conditional on St Catherine’s British School receiving a satisfactory Disclosure from the DBS or appropriate Police check.

As the role for which you are applying involved the opportunity for access to children it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster. If you would like to discuss this beforehand, please telephone the Headmaster in confidence for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. The amendments to the ROA 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 at the DBS website [www.gov.uk/dbs](http://www.gov.uk/dbs) .

**DBS Children’s Barred List**

Has the Secretary of State for Education ever issued you with a personal warning or caused your name to be included on the DBS Children’s Barred List which names those who may not be employed in schools?

**Yes / No** (please delete as appropriate)

Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if the discrepancy comes to light.

**I have nothing to declare / I enclose a confidential statement for the Headmaster**

(Please delete as appropriate)

1. **DECLARATION**

|  |  |  |
| --- | --- | --- |
| **1.** | Are you eligible to work in Greece?  Citizens of EU/EEA Member States can enter Greece freely and work without a special permit. EU citizens are issued with a residence permit for the pursuit of paid employment when they present a statement of engagement from an employer.  If you do not have the right to work in Greece please provide details of your status separately. | **Yes / No** |
| **2.** | Have you ever been dismissed or given a disciplinary warning from any previous employer?  If yes, please provide details separately. | **Yes / No** |
| **3.** | Have you ever been disqualified from working with children or subject to sanctions imposed by a regulatory body? | **Yes / No** |

By signing you confirm that to the best of your knowledge the information you have provided is correct and gives a fair representation of your qualifications, skills and employment history.

You should understand that these details will be held as part of your official employment record and if any misleading information has been given, this may lead to disciplinary action being taken, including the termination of your employment.

|  |  |
| --- | --- |
| Signature of Applicant: |  |
| Full Name in capitals: |  |
| Date of Signature: |  |

**Please write a letter in support of your application of no more than two sides of A4 (font size 12) addressed to Mr Stuart Smith. Your letter should outline your educational philosophy as well as the skills and aptitudes you would bring to the role. You should also explain why you want to join us here in St Catherine’s British School, Athens.**