

**Application for Employment**

**The British International School, Al Khobar**

**Please complete using black ink or type.**

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| **Job Applied for:** |  |
|  |  |
| **Title and Last Name/Family Name:** |  |
|  |  |
| **Previous Last Name:** (if applicable) |  |

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| **First Name:** |  |
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| **Where did you see this post advertised?** |  |

**Safeguarding**

**The British International School, Al Khobar is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

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Please ensure that you complete **ALL** sections.

**Your application will be treated in the strictest confidence.**

**General Information about You**

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| --- | --- |
| Home Address | Address for communications (if different) |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No. Home: |  | Alternative Telephone No: |  |

May we contact you here? Yes No May we contact you here? Yes No

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| Email Address: |

Do you have a current UK (or other country) driving licence (if applicable)? Yes No

Do you have any current endorsements? Yes No

If yes, please give brief details

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Are you related to any member of the Governing Body or senior employee of BISAK?

Yes No If yes please give brief details.

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Are you aware of any matter, which might call into question your integrity as an employee or bring you/or BISAK into disrepute.

Yes No If yes please give brief details.

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**Employment**

**Present or most recent employment details.**

Name and Address of Employer:

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| --- | --- | --- | --- |
| Job Title: |  | Salary: |  |

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| --- | --- | --- | --- |
| Date started: |  | Date of leaving:  (if applicable) |  |

Main duties and responsibilities: Please use a separate page if necessary

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**Qualifications Achieved from Secondary, Higher and/or Further Education**

Please use a separate page if necessary.

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| School/College/University attended | Qualifications  (include GCSE/O levels, A levels or equivalent, NVQ’s, work based courses and any further education) | Grade & Year taken  (if any) |
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**Previous Employment**

You must explain any gaps in your job history. Please use a separate page if necessary. **Please give details of all employment.**

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| Name and full address of Employer | Dates | Job Held |
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**Membership of Professional Organisations and Institutions**

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| Name | Date achieved | Membership status | By examination  (Yes/No) |
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**Other Skills and Interests – including languages (spoken/written), computers, etc.**

(Please include details of any public duties, community or voluntary work experience)

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| **Your Health** |

Please note, for jobs involving working with Children, there is a requirement on us as a School to determine whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment. KSA work visa requires all overseas appointments to undertake a full medical.

**Referees**

Give details of two people to whom you are not related and to whom a request for a reference can be made; one should be your current employer, or if you are currently unemployed, your last employer. In the case of university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers. **(They cannot be a friend or relative)**

**Reference 1 Reference 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Relationship to you |  | Relationship to you: |  |
| Address:  Email Address: |  | Address:  Email address: |  |
| Tel. No: |  | Tel. No: |  |
| May we contact prior to interview?  Yes No | | May we contact prior to interview?  Yes No | | |

**Criminal Offences**

If the post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (refer to job documentation), you must disclose details of any spent or unspent cautions or convictions. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Disclosure and Barring Service (or similar) to BISAK’s satisfaction. We would also ask that you also make known details of any police reprimands, cautions or warnings that are likely to be disclosed by the request of an enhanced disclosure from the Disclosure and Barring Service (or similar). For all other posts, only unspent cautions or convictions need to be disclosed.

Have you ever been cautioned, convicted or received a Police Reprimand or Warning?

Yes No

If you have answered yes, please provide details in the box below:

Details of any relevant cautions or convictions:

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**Reason for Application**

Please give details of any experience or skills which you feel demonstrate your suitability for this post. Please use a continuation sheet if you require.

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I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

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| --- | --- | --- | --- |
| Signed: |  | Date: |  |

If returning by email you must sign this document and return a scanned copy of this page. If you are offered a position at the school upon arrival you will be asked to sign your submitted copy as this will form part of the schools contract.

**Protecting your personal information**

BISAK retains on file information (including health and equalities data) from this form and any attached documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with the data protection legislation in the UK.