**Working@ Staff Application Cover Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Name:** |  | **Date of Birth:** |  |
| **Marital Status:** |  | **Nationality:** |  |

Thank you for your interest in applying for a position at St Gilgen International School. Please complete this simple summary form and submit it with the following supporting documents as one combined document (preferably PDF) with the following filename format, ‘lastname\_firstname\_position\_submission date’; for example: ‘blogs\_fred\_History Teacher\_24thFeb2017’:

1. A covering letter (max x2 sides of A4 Arial 10-12 font) explaining how you would be particularly suited to this position at St Gilgen International School. Please ensure your letter directly addresses the job description, and the essential and desirable characteristics detailed above, as well as any other aspects you consider important
2. A full Curriculum Vitae including complete employment history (x2 sides of A4 excluding references)
3. Details of three referees including postal address, email address and telephone number (please ensure they know they may be contacted and will respond promptly). Note that we reserve the right to contact any of your previous employers.

|  |  |  |
| --- | --- | --- |
| **Personal Contact Details** | | |
| Email: | Tel No: | Skype: |

|  |  |  |
| --- | --- | --- |
| **Employment History** | | |
| Current employment (Position held and employer details): | | |
| Time in current job: | Total years teaching: | Years in other employment: |
| Boarding sch. experience: Yes / No | International sch. experience: Yes / No | IB Diploma Experience: Yes /No |

|  |
| --- |
| **Undergraduate Qualifications** |
|  |
| **Post-graduate Qualifications** |
|  |

|  |
| --- |
| **Co-curricular and other areas offered** |
|  |

|  |
| --- |
| **Why you are interested in working at StGIS in a tweet (140 characters or less).** |
|  |