|  |  |
| --- | --- |
| **CONFIDENTIAL**  **Application form for**  **Vice Principal (Head of Junior School), NLCS (Singapore)**  ***When completed, please return by email with your covering letter to:*** [***singaporerecruitment@nlcs.org.uk***](mailto:singaporerecruitment@nlcs.org.uk) | |
| **Personal details** | |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Former name(s) |  |
| Date of birth |  |
| Nationality |  |
| Contact number |  |
| Email address |  |
| Current address |  |
| National insurance number (UK only) |  |
| Teacher reference number |  |
| Skype ID |  |
| Are you related to or do you maintain a close relationship with an existing student, employee, volunteer, Governor or Trustee of North London Collegiate School (UK), NLCS Jeju, NLCS Dubai or NLCS Bangkok? Yes / No  If so, please provide details. | |
| Have you previously applied for a role at an NLCS school? Yes/No  If so, please provide details. | |
| **Current employment** | |
| Current/most recent employer |  |
| Current/most recent employer’s address, including city and country |  |
| Current/most recent job title |  |
| Date started |  |
| Date ended |  |
| Brief description of responsibilities |  |
| Reason for seeking other employment |  |
| Do you/did you receive any employee benefits? If so, please provide details of these |  |
| Current salary/salary on leaving |  |
| Please state when you would be available to take up employment, if offered |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Previous employment**  Please start with the most recent and please add extra rows if necessary. | | | | | | | | | | | | | |
| Dates | | | | Name and address of employer | | | | Position held and/or duties | | | | Reason for leaving | |
| From | To | | |
|  |  | | |  | | | |  | | | |  | |
|  |  | | |  | | | |  | | | |  | |
|  |  | | |  | | | |  | | | |  | |
|  |  | | |  | | | |  | | | |  | |
| **Gaps in your employment**  Please provide details of any gaps in your employment history, e.g. a sabbatical year or parental leave. | | | | | | | | | | | | | |
| Dates | | | | | Reason for gap | | | | Address/location during gap | | | | |
| From | | To | | |
|  | |  | | |  | | | |  | | | | |
|  | |  | | |  | | | |  | | | | |
| **Education Qualifications**  Please start with the most recent and please add extra rows if necessary. | | | | | | | | | | | | | |
| Name of school/ college/ university | | | Dates of attendance | | | | Examinations | | | | | | |
| From | | | To | Subject | | | Result | Date | | Awarding body |
| Undergraduate and Postgraduate | | | | | | | | | | | | | |
|  | | |  | | |  |  | | |  |  | |  |
|  | | |  | | |  |  | | |  |  | |  |
| School and Further Education | | | | | | | | | | | | | |
|  | | |  | | |  |  | | |  |  | |  |
|  | | |  | | |  |  | | |  |  | |  |
| **Professional Qualifications**  Please start with the most recent and please add extra rows if necessary. | | | | | | | | | | | | | |
| Name of school/ college/ university | | | Dates of attendance | | | | Examinations | | | | | | |
| From | | | To | Subject | | | Result | Date | | Awarding body |
|  | | |  | | |  |  | | |  |  | |  |
|  | | |  | | |  |  | | |  |  | |  |
| **Professional development**  Please provide details of any vocational qualifications or skills that you possess, or training that you have received, which you consider to be relevant to the role for which you have applied. | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Interests/Extra-curricular activities**  Please provide details of any interests/extra-curricular activities in which you have been involved. | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| **Family details** | | |
| Name of spouse |  | |
| Date of birth of spouse |  | |
| Profession of spouse |  | |
| Nationality of spouse |  | |
| Details of children (please list gender, age and date of birth) |  | |
| **Health**  The School is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the School complies with its obligations. A disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. | | |
| Do you consider yourself to be disabled? | | Yes / No |
| If you wish, please give further details here: | | |
| Are there any special arrangements you might require to attend an interview? | | Yes / No |
| If yes, please give details here: | | |
| If offered the position applied for (on the basis of the job description provided) are there any arrangements or adjustments that the School would need to make to enable you to carry out the role? | | |
| Any offer of employment will be conditional upon the verification of the successful applicant’s medical fitness for the role. Therefore, if your application is successful, you may be required to complete a medical questionnaire, the responses to which will be assessed by the School’s medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School’s medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician. | | |

|  |  |  |
| --- | --- | --- |
| **Criminal records**  An offer of employment from the NLCS in Singapore operating company is conditional upon them receiving a Disclosure from the UK’s Disclosure and Barring Service **(DBS)** (or equivalent) which the School considers to be satisfactory, and/or a satisfactory criminal record search being undertaken in your current country of residence. On their behalf, NLCS (UK) will apply for an Enhanced Check for Regulated Activity from the DBS which includes a check of the Children’s Barred List. NLCS in Singapore will not employ anyone who is barred from working with children. If you are successful in your application you will be required to complete a DBS Disclosure and/or international equivalent. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.  If you have a criminal record this will not automatically debar you from employment at NLCS in Singapore. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure (a copy of which is available on request). | | |
| Have you received a conviction (or a caution, reprimand or final warning from the police) for any criminal offence within the last 11 years (or within the last 5½ years if the offence was committed when you were aged under 18 years)? | | Yes / No |
| Do you hold two or more criminal convictions, cautions, reprimands or final warnings from the police? | | Yes / No |
| Have you ever served a custodial sentence for any criminal offence? | | Yes / No |
| Have you ever been convicted of (or received a caution, reprimand or final warning from the police for) a “specified offence”? | | Yes / No |
| Is there any relevant court action pending against you? | | Yes / No |
| If you have answered ‘YES’ to any of the above, please provide details on a separate sheet in a sealed envelope marked “confidential” and forward to NLCS International with your Application Form. | | |
| **References**  Please supply the names and contact details of three people who may be contacted for references. One of these must be your current or most recent employer, preferably represented by your Head-teacher or Chair of Governors. If your current/most recent employment does/did not involve work with children, then your second referee must be from the employer with whom you most recently worked with children. No referee should be a relative or someone known to you solely as a friend, and they must be someone to whom you report(ed) - not a peer colleague. **References for shortlisted candidates will be taken up prior to interview.** | | |
| Referee one | | |
| Name |  | |
| Position |  | |
| Working relationship to you |  | |
| Address |  | |
| Contact number |  | |
| Email |  | |
| Referee two | | |
| Name |  | |
| Position |  | |
| Working relationship to you |  | |
| Address |  | |
| Contact number |  | |
| Email |  | |

|  |  |  |
| --- | --- | --- |
| Referee three | | |
| Name | |  |
| Position | |  |
| Working relationship to you | |  |
| Address | |  |
| Contact number | |  |
| Email | |  |
| **Declaration** | | |
| * I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge. * I confirm that I am not disqualified from work with children or subject to sanctions imposed by a regulatory body. * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. * I consent to the NLCS International making direct contact with the people specified as my referees to verify the references prior to interview. | | |
| Signature |  | |
| Date |  | |