

CONFIDENTIAL

Application form for The Lisbon International School

Please complete the application form in full. In addition, please prepare a cover letter that outlines your educational philosophy and your motivation for applying for the role and working at The Lisbon International School.

When completed, please submit both documents on the TES portal.

Position applied for:

Personal details

Title:	Contact number:
Forename(s):	Email address:
Surname:	Contact number:
Former name(s):	
Current address:	

Are you currently working in Lisbon? If yes, what is your current status?

Teacher reference number:

Are you related to or do you maintain a close relationship with an existing student, employee, volunteer or Governor of Artemis Education?	Yes	No
--	-----	----

If so, please provide details.

Have you previously applied for a role at The Lisbon International School? If so, please provide details.	Yes	No
--	-----	----

Are you applying as part of a teaching couple?	Yes	No
--	-----	----

If so, please share the name and position your partner is applying for.

Current or most recent employment

Current / Most recent
employer

Current/most recent
employer's address,
including city and country

Date started:

Date ended:

Brief description of responsibilities

Reason for seeking other employment

Current salary/salary on leaving (not including benefits)

Do you/did you receive any employee benefits? If so, please provide details on these

Please state when you would be available to take up employment, if offered (notice period)

Previous employment

Please start with the most recent and add extra if information if necessary.

1.

From:

To:

Name and address of employer:

Position held and/or duties:

Reasons for leaving:

2.

From:

To:

Name and address of employer:

Position held and duties:

Reason for leaving:

3.

From:

To:

Name and address of employer:

Position held and duties:

Reason for leaving:

Gaps in your employment

Please provide details of any gaps in your employment history, e.g., a sabbatical year or parental leave.

1.

From:

To:

Reason for GAP | Address/location during gap

2.

From:

To:

Reason for GAP | Address/location during gap

Education Qualifications

Please start with the most recent

1.

From:

To:

Name of course:

Name of school/ college/ universities:

Result:

Awarding body:

2.

From:

To:

Name of course:

Name of school/ college/ universities:

Result:

Awarding body:

3.

From:

Name of course:

Name of school/ college/ universities:

Result:

Awarding body:

4.

From:

To:

Name of course:

Name of school/ college/ universities:

Result:

Awarding body:

Professional Qualifications

Please start with the most recent

1.

From:

To:

Name of course

Name of school/ college/ universities:

Result:

Awarding body:

2.

From:

To:

Name of course:

Name of school/ college/ universities:

Result:

Awarding body:

Professional development

Please provide details (including dates) 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.

Criminal records

An offer of employment from The Lisbon International School is conditional on receiving satisfactory background and criminal record check(s) from your current country of residence, and previous jurisdictions where you have lived and worked, which the School considers to be satisfactory. The candidate will apply for an Enhanced Check for Regulated Activity from the DBS which includes a check of the Children's Barred List. The Lisbon International School will not employ anyone who is barred from working with children. If you are successful in your application, you will be required to complete an ICPC and/or international equivalent. Any information disclosed will be handled in accordance with school policies.

Safeguarding and Child Protection

The Lisbon International School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. This post is subject to satisfactory background and police checks. Full details are available in the School's Safeguarding and Child Protection Policy.

Have you been convicted by the courts of any criminal offence?	Yes	No
Have you received a conviction (or a caution, reprimand or final warning from the police) for any criminal offence?	Yes	No
Is there any relevant court action pending against you?	Yes	No

If “YES” to any of the above, please provide details on a separate document in PDF format marked “Confidential” and forward to the Principal with your Application Form.

References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If both of your references are schools or other educational establishments, please give the details of the Head of each establishment. If your current/most recent employer does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School reserves the right to seek other references in addition to the referees given below. The School intends to take up references from all shortlisted candidates before interview.

Referee 1

Name (including title):

Organisation:

Occupation:

Working relationship with you:

Address :

Contact number:

Email:

Referee 2

Name (including title):

Organisation:

Occupation:

Working relationship with you:

Address :

Contact number:

Email:

Referee 3

Name (including title):

Organisation:

Occupation:

Working relationship with you:

Address :

Contact number:

Email:

Recruitment Policy

All applicants for employment will be required to submit a letter of application and to complete an application form containing questions about their academic and employment history and their suitability for the role; candidates may **submit a curriculum vitae** in addition to their application form. **Applications will not be considered unless supported by a completed application form and cover letter.** The Lisbon International School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School's Safeguarding and Child Protection Policy are also available to applicants on request.

Would you like the School to retain your details if your application is unsuccessful? Yes No

Would you be interested in roles at other Artemis schools? (Please indicate below)

How did you hear about this vacancy? (Please indicate below)

TES

Word of mouth

Other (please specify)

Additional information

All personal data will be held and processed by The Lisbon International School. Data will be shared with and retained in accordance with the General Data Protection Regulation 2018 and Data Protection Act 2018. The information will be stored securely and used only for the intended purpose stated in this form.

Declaration

- I confirm that the information I have given in this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not disqualified from work with children nor subject to sanctions imposed by regulatory body.
- I understand that proving 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 Lisbon International School making direct contact with the people specified as my referees to verify the references prior to interview.

Signature:

Date: