



**BRITISH INTERNATIONAL SCHOOL  
OF TBILISI  
Teacher Application Form**

Position Applied for:

**1. Personal Details of Applicant**

|  |  |                           |  |
|--|--|---------------------------|--|
| First name:                              |  | Surname:                  |  |
| Other names:                             |  | Nationality:              |  |
| Date of Birth (dd/mm/yy):                |  | Passport Number:          |  |
| Date of teaching qualification obtained: |  | DFE Number or equivalent: |  |
| Present Address:                         |  | Email Address:            |  |
| Telephone/Mobile Number:                 |  | Skype Address:            |  |
| Marital Status:                          |  | Spouse Name:              |  |
| Dependent Child/ren Name/s:              |  |                           |  |
| Child/ren Date of Birth:                 |  |                           |  |

**2. Current (Most Recent) Employment**

|   |  |
|---|--|
| Name of Employer:                                       |  |
| Address:  |  |
| Telephone Number:                                       |  |
| Email Address:  |  |
| Current position held:                                  |  |
| Main Responsibilities:                                  |  |
| Annual Salary:  |  |
| UK Scale Point (if applicable):                         |  |
| Date Started:   |  |
| If no longer in post, indicate leaving date and reason: |  |

### 3. Employment History

Please give details of previous employers, dates of employment and job titles/roles held in chronological order, if there are any breaks in employment please indicate the reason why.

[illegible]

Reason for any breaks in employment history:

#### 4. Education and Qualifications

Please give details of relevant educational & professional qualifications in chronological order from IGCSE & A-Levels or secondary equivalent to any further degrees including institution, subjects and grade awarded.

[illegible]

## 5. Additional Qualifications and Professional Courses

Please give details in chronological.

| Name of Provider | Qualifications/Course Title | Dates attended<br>From /To & Duration | Awards (if any) |
|------------------|-----------------------------|---------------------------------------|-----------------|
|                  |                             |                                       |                 |
|                  |                             |                                       |                 |
|                  |                             |                                       |                 |
|                  |                             |                                       |                 |
|                  |                             |                                       |                 |

## 6. Personal Interests

## 7. Supporting statement and photograph

In support of your application, please provide a letter of application focusing on the essential criteria, such as, skills, knowledge and experience you could bring to BIST, your learning and teaching philosophy, extra curricular activities you can offer and any other relevant information.

Please attach a recent photograph.

## 8. 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 your current/most recent employment 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 intends to take up references only prior to interview for shortlisted candidates.

### a. Your current/most recent employer (if in education this must be your Principal/Headteacher)

|                                |  |                |  |
|--------------------------------|--|----------------|--|
| Name and job title of referee: |  |                |  |
| Name of Organisation:          |  |                |  |
| Address:                       |  |                |  |
| Telephone Number:              |  | Mobile Number: |  |
| Email Address:                 |  |                |  |

|                                |  |                |  |
|--------------------------------|--|----------------|--|
| <b>b. Previous employer</b>    |  |                |  |
| Name and job title of referee: |  |                |  |
| Name of Organisation:          |  |                |  |
| Address:                       |  |                |  |
| Telephone Number:              |  | Mobile Number: |  |
| Email Address:                 |  |                |  |

### 9. Disclosure of Criminal Convictions

Have you ever been convicted of a criminal offence?      Yes: ☐      No: ☐

If yes, please give details below of the offence and the sentence imposed

Details:

In submitting this application form, I declare that I have not been convicted, nor had any criminal proceedings against me, nor have I been warned, either orally or in writing, in relation to any safeguarding issue. I declare that there are no such proceedings pending against me at the date of this declaration. I know of no reason why I should be considered unsuitable for work with children and I have not been dismissed from such a post for malpractice. **I have received the BIST safeguarding and safer recruitment policies as part of the application process.**

### 10. Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their national or ethnic origin, gender, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

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

**British International School of Tbilisi will carry out basic DBS, ACRO and prohibition checks on all employees on appointment as part of our safer recruitment policy. Failure to disclose information will result in dismissal in the case of an appointment being made.**

### 11. 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 on any barred list, 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 School making direct contact with the people specified as my referees to verify the reference.

Full Name: \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

Signature: \_\_\_\_\_

*Please return completed applications to [recruitment@bist.ge](mailto:recruitment@bist.ge)*