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|  | **ST. IGNATIUS CATHOLIC SCHOOL**  **599 Walkers Road, P.O. Box 2638**  **Grand Cayman KY1-1102, CAYMAN ISLANDS**  **Tel: (345) 949 9250**  **Email:** [**recruitment@st-ignatius.com**](mailto:recruitment@st-ignatius.com)  **Website:** [**www.st-ignatius.com**](http://www.st-ignatius.com)  **APPLICATION FORM**  **FOR TEACHERS** |

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| **Please complete all questions.** | Insert picture above. |

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| **Position applying for:** |
| **Date of application:**      /     /      (dd/mm/yy) |

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| **Name:** | **Title:** |
| **Date of Birth:**      /     / | |
| **Nationality:** | |
| **Do you have Caymanian Status:**  (If ‘Yes’, please provide a copy of the certificate with this application) | |
| **Do you have Residency with Employment Rights:**  (If ‘Yes’, please provide a copy of the certificate with this application) | |
| **Are you a current work permit holder?** | |

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| **Marital status:** | | | |
| To comply with the Cayman Islands Immigration requirements, please declare all or any persons who would accompany you to the Cayman Islands during your employment.  I will be accompanied:  If Yes, please complete the following: | | | |
| **Name** | **DOB** | **Relationship** | **Occupation (if applicable)** |
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**HEALTH/MEDICAL DETAILS**

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| Are you in good health: How many sick days have you taken in the last year?  Do you suffer from any health conditions that might affect you obtaining health coverage?  If so, please list them:    Successful applicants will be required to complete a confidential medical application form to obtain private medical insurance and may be required to undergo a medical examination. |

**CONTACT INFORMATION**

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| **Postal address**: | |
| **Email**: | **Tel** (Country/Area code): (     ) |
| **Skype**: | |

# EDUCATION

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| --- | --- |
| **University** (name, city, country): | |
| **Qualification awarded**: | |
| **Start date**:      /     / | **Completion date**:      /     / |
| **Course**: | |
| **University** (name, city, country): | |
| **Qualification awarded**: | |
| **Start date**:      /     / | **Completion date**:     /     / |
| **Course**: | |

**TEACHING QUALIFICATION**

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| --- | --- |
| **University** (name, city, country): | |
| **Qualification awarded**: | |
| **Start date**:      /     / | **Completion date**:     /     / |
| **Subjects studied**: | |
| **Age groups / Key Stages / Grade Levels you are qualified to teach**: | |
| **Subjects and age-ranges you have had experience of teaching**: | |

**OTHER RELEVANT QUALIFICATION (S) / PROFESSIONAL DEVELOPMENT**

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| Name of course / award | Course content | Awarding body, location & date |
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**TEACHING PREFERENCE**

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| **Secondary:**  If applicable, list any additional subjects previously taught:  Of the subjects listed above, rank those that you would be most comfortable teaching if it were required: |
| **Primary:**  Year group preference (ranked 1 to 3):  *Please note that* *Year group preference cannot be guaranteed and will be determined by the needs of the school.* |

**SUMMARY OF TEACHING CAREER**

# Current Post

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| --- | --- | --- |
| **Name and address of school:** | | |
| **Employment commenced:**      /     / | **Length of notice required:** | |
| **Position held:** | | **Full-time/Part-time:** |
| **Summary of duties:** | | |
| **Current salary (please include currency) and point on salary scale:** | | |
| **Reason for leaving:** | | |

# Previous Posts

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| **Name and address of school:** | | |
| **Employment commenced:**      /     / | **Employment ended:**      /     / | |
| **Position held:** | | **Full-time/Part-time:** |
| **Summary of duties:** | | |
| **Salary (please include currency):** | | |
| **Reason for leaving:** | | |
| **Name and address of school:** | | |
| **Employment commenced:**      /     / | **Employment ended:**      /     / | |
| **Position held:** | | **Full-time/Part-time:** |
| **Summary of duties:** | | |
| **Salary (please include currency):** | | |
| **Reason for leaving:** | | |
| **Name and address of school:** | | |
| **Employment commenced:**      /     / | **Employment ended:**      /     / | |
| **Position held:** | | **Full-time/Part-time:** |
| **Summary of duties:** | | |
| **Salary (please include currency):** | | |
| **Reason for leaving:** | | |
| **Name and address of school:** | | |
| **Employment commenced:**      /     / | **Employment ended:**      /     / | |
| **Position held:** | | **Full-time/Part-time:** |
| **Summary of duties:** | | |
| **Salary (please include currency):** | | |
| **Reason for leaving:** | | |

**INFORMATION IN SUPPORT OF YOUR APPLICATION (No longer than 2 pages)**

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| Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/job specification. Your supporting information **MUST** answer the following and can include any additional information you wish to share:   * Why are you interested in a post at St. Ignatius Catholic School? * How have your qualifications and experiences prepared you for this post? * Describe yourself as a Teacher.   ***Note: Your response to this section is extremely important and will be considered as part of the Panel’s decision to invite you for interview****.* |

**PROTECTION OF CHILDREN/SAFEGUARDING**

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| St. Ignatius Catholic School is required under Law and in accordance with the Archdiocese of Detroit to check the background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring service. |
| Please provide details of your most recent Disclosure and Barring Service Enhanced Disclosure Certificate.    Date of Certificate:      /     /      (dd/mm/yyyy) Certificate Number: |
| Have you ever been convicted of a criminal offence? |
| Have you ever been cautioned for a criminal charge? |
| Are you at present the subject of a criminal charge or investigation? |
| Is there any other relevant information that you wish to disclose?  If yes to any of the above questions, please give brief details including dates: |
| We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. |

**GENERAL**

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| Have you ever been the subject of formal disciplinary proceedings?  If Yes, please give details including dates below:    This information is required, including that related to warnings regarded as “spent” in order to ensure safe recruitment and to meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcome and the type of post applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. |

The SICS Teacher profile includes the following information:

Please read the following teacher profile referring to Catholic Ethos:

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| **A Role Model for Catholic Education** | * The teacher is an educational leader who encourages excellence in all students through best practices, infused with Catholic social teaching. * The teacher understands, supports, and implements the mission of Catholic education in St Ignatius Catholic School. * The teacher collaborates and cooperates with other members of the staff in promoting and enhancing the religious character of the educational experiences provided for students. * The teacher understands and applies essential skills, central concepts and integrates Catholic social teachings and Gospel values in their subject matter and in interactions with students and the school community. |

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| If appointed, would you be prepared to promote the ethos of the school as stated in the teacher profile summarised above? |
| Are you a practising Roman Catholic?  If so, please give details of parish and the parish priest in the Church in which you worship: |

**REFERENCES**

Please give the names and contact details of three referees who have known you professionally**.** These should include your current / most recent Employer / Director / Head Teacher and a recent line manager.

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| **Name of Referee** | **In what capacity has**  **the Referee known you?** | **Email address** |
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**Documents to be provided at time of application:**

Copies of your latest DBS/Criminal Background check, professional qualifications, which must include a copy of your official transcript and a CV.

For information on living and working in the Cayman Islands, as well as the cost of living in the Cayman Islands please see [**https://caymanresident.com/**](https://caymanresident.com/).

**DATA PROTECTION LAW**

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| The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension, health insurance, immigration and employee administration. It will not ordinarily be disclosed to anyone outside the School without first seeking your permission, unless there is a statutory reason for doing so. |

**DECLARATION**

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| I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful, and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post. | |
| Signed: | Date: |