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|  | **Rugby School Thailand**  **Chonburi**  **Thailand** |

**EMPLOYMENT APPLICATION FORM**

**International Applicant**

All sections of this form are to be completed in full. Incomplete forms will not be considered. Please note that Part One of the application form is not referred to when selecting candidates for interview but includes details which must be made available in order that the school may meet the exacting standards required of employers in the education sector.

**Position applied for: …………………………………….**

**Application Form: Part One**

**1. Personal Details**

|  |  |
| --- | --- |
| **Full Name in English (including title)** |  |
| **Full Address** |  |
| **Previous Address(es)** *(if resident at current address for fewer than 5 years please provide previous addresses during this period)* |  |
| **Contact Telephone Number**  (mobile) |  |
| **E-mail Address** |  |
| **Skype Address** |  |
| **Date of Birth** |  |
| **Nationality** |  |
| **Passport Number** |  |
| **Country of Issuance** |  |
| **Date of expiration?** |  |
| **Marital Status** |  |
| **Number and age of dependant children living with you?** |  |
| **If partner or spouse applying for a position, please give name and position** |  |

**2. Advertisement**

**Where did you see the vacancy originally advertised? (tick box)**

|  |  |
| --- | --- |
| Bangkok Post newspaper |  |
| Bangkok Post website |  |
| TES paper |  |
| TES online |  |
| Rugby School Thailand's website |  |

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| --- | --- |
| Other (please specify) |  |

**3. Teaching qualifications**

|  |  |  |
| --- | --- | --- |
| **Do you have a degree?** | **Yes – please specify subject** | |
| **No** | |
| **Do you hold a Postgraduate Certificate in Education (PGCE) or equivalent?** | **Yes – please specify subject** | |
| **No** | |
| **Do you have qualified teacher status?** | **Yes** | |
| **No** | |
| **Are you registered as a qualified teacher with the Thai Ministry of Education?** | **Yes** | |
| **No** | |
| **Are you registered with the General Teaching Council for England?** | **Yes** | |
| **No** | |
| **Apart from your main teaching subject, what other subjects have you taught, or might you teach?** | **Subject/s:** | **To what levels?** |

**4. Disclosure**

**4.1 Criminal Record**

You are required to provide us with details of any criminal convictions, cautions and bind-overs which you have.

This post is exempt from the UK's Rehabilitation of Offenders Act 1974 and subsequent regulations because your work will be supervising, caring for or otherwise connected with children – all convictions, cautions, and bind-overs, including any reprimand or warning received as a juvenile, must be declared whether regarded as spent or not.

* Have you ever been convicted by the courts, cautioned, ‘bound-over’, reprimanded or given a warning by the police - including any ‘spent’? (please tick)

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| --- | --- |
| Yes |  |
| No |  |

* Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If your answer is ‘Yes’ to either of these questions, please give details on a separate sheet in a sealed envelope marked ‘confidential’ with this application form.

**4.2 Disciplinary record**

For any employment, current or in the past, on either a paid or voluntary basis, your employer may be asked by Rugby School Thailand about disciplinary offences, including those relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection/safeguarding allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

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| --- | --- | --- |
| I understand and agree to any such enquiries being made | Yes | No |
|  |  |

**4.3 Disclosure and Barring Service / Police checks**

* All posts in the school involve some degree of responsibility for safeguarding children, which will vary according to the nature of the post. As part of the process, you will be asked to undergo relevant police and criminal record checks.
* The school will also obtain a certificate for an enhanced Disclosure and Barring Service(DBS) check which will include barred list information.

|  |  |  |
| --- | --- | --- |
| I agree to such certificates and checks being obtained | Yes | No |
|  |  |

* Have you subscribed to the DBS Update Service?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**4.4 False Information**

The provision of false information is an offence and could result in the application being rejected or dismissal if you have been selected and possible referral to the police and/or the DBS.

|  |  |
| --- | --- |
| I certify that all entries made on this form (or on any other form or document supplied) are complete and correct.  I hereby certify this statement as correct. | **Signature:** |

**Application Form Part Two**

**Please complete all sections**

|  |  |
| --- | --- |
| **Position applied for** |  |
| **Surname** |  |
| **Initials** |  |

**Employment**

Please detail your employment record in chronological order beginning with your most recent position. Any gaps in employment must also be detailed.

(Previous and current employers may be contacted for references before the interview stage. **Please inform us here if you do not wish us to contact your current employer at this stage.**)

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| --- | --- | --- | --- | --- |
| **Commencement and Cessation Dates** | **Name and address of employer** (most recent first) | **Position held and duties**  (in brief) | **Salary** | **Reason for Leaving** |
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**Notice Period**

|  |  |
| --- | --- |
| What is the required notice period at your current school? |  |

**Education and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Admission and Completion Dates** | **School, College or University and address** (most recent first) | **Qualifications & Examinations** (subject, grade, date examined/awarded) | **Other** **roles:**  (Societies, teams, offices) |
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**Membership of Professional Bodies and other Qualifications**

|  |  |  |
| --- | --- | --- |
| **Date of Admission** | **Professional Body** | **Qualification / Grade**  (if applicable) |
|  |  |  |
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**Interests and responsibilities**

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| --- |
| Outline your particular interests and indicate, if applicable to position applied for, how these may be of benefit to the extra-curricular life of Rugby School Thailand |
| Detail any positions of responsibility held (not previously mentioned) together with dates |

**Equal Opportunities**

Rugby School Thailand is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, or physical/mental disability. We are an equal opportunities employer and the questions in this section are designed to ensure that we do not discriminate against any applicant and our policy of equal opportunities is implemented. Rugby School Thailand welcomes applications from people with disabilities. So that we know of any reasonable adjustments that may need to be made for interview or at work, please give details of any disability you may have**. If you have none please state ‘none’**.

……………………..……………………..…………………….……………………..……………………..……………………..

Explain why you feel you would be suited to the role, and why you are interested in working at Rugby School Thailand.

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|  |

**References**

Please provide the names and addresses of at least **TWO** referees, one of whom should be the Principal or Head of the school that is your most recent employer. Referees should have known you for at least two years but must not be related to you and cannot be persons with whom your relationship is solely through friendship. **We may take up references prior to interview – please inform us if you do not wish us to contact your current employer at this stage**

**Referee 1**

|  |  |
| --- | --- |
| **Name** (Previous or most recent employer) |  |
| **Position** |  |
| **Address** |  |
| **Contact Telephone Number** |  |
| **Email Address** |  |

**Referee 2**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Contact Telephone Number** |  |
| **Email Address** |  |
| **How do they know you?** |  |

**Referee 3 (optional)**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Contact Telephone Number** |  |
| **Email Address** |  |
| **How do they know you?** |  |

**Declaration**

I confirm that the information I have given on this form or any other document supplied in support of this application is correct and complete, and that misleading or false statements may be sufficient grounds for rejection of application, or termination of any subsequent employment or offer of employment.

Name: ………………………………………………………………………………………………………

Signature………………………………………….……..….. Date ……………………..……………….