



## EMPLOYMENT APPLICATION FORM

All applications must be made on this form and submitted by email to the school's Head of H.R. at [recruitment@ismonaco.com](mailto:recruitment@ismonaco.com). CVs/résumés on their own are not accepted, although it is recommended to add one below.

ISM is committed to safeguarding and promoting the welfare of all children, and we expect our staff to share this commitment. All successful applicants will be required to undergo relevant safeguarding checks before appointment is confirmed.

Receipt of this application will be acknowledged by email, but only applicants who are short-listed will be contacted further.

**POST BEING APPLIED FOR** \_\_\_\_\_

### PERSONAL DETAILS

Title (Mr./Mrs./Ms./Dr.) \_\_\_\_\_

First name(s) \_\_\_\_\_

Last/family name \_\_\_\_\_

Any previous names \_\_\_\_\_

Date of birth (DD/MM/YY) \_\_\_\_\_

Home postal address \_\_\_\_\_

Post code \_\_\_\_\_

Country \_\_\_\_\_

Email \_\_\_\_\_

Tel. \_\_\_\_\_

All social media profile names:  
\_\_\_\_\_

Nationality \_\_\_\_\_

If you are not from an EU country, is there any other reason to believe you would be eligible for a work permit? (e.g. marriage to an EU national) Please give details:  
\_\_\_\_\_  
\_\_\_\_\_

### EDUCATION AND QUALIFICATIONS

<b>Secondary school(s) attended</b>	
<b>Name</b>	<b>Date (from MM/YY to MM/YY)</b>
<b>Secondary qualifications gained</b>	

<b>Universities or colleges attended</b>	
Name	Date (from MM/YY to MM/YY)
Degree title and subject	
Class/Mention	
<b>Teaching qualifications details</b>	
Degree title	Date (MM/YY)

<b>Other relevant qualifications</b>	
Name/Degree title	Date (MM/YY)

### **EMPLOYMENT HISTORY (MOST RECENT FIRST)**

<b>Name and address of organisation</b>	<b>Position and main responsibilities</b>	<b>Dates (from MM/YY to MM/YY)</b>	<b>Full/Part time</b>
<b>Present salary</b>		<b>Notice required</b>	
<b>Please state briefly your reasons for wishing to leave :</b>			

<b>Name and address of organisation</b>	<b>Position and main responsibilities</b>	<b>Dates (from MM/YY to MM/YY)</b>	<b>Full/Part time</b>
<b>REASON FOR LEAVING :</b>			
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<b>REASON FOR LEAVING:</b>			
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Please provide details of any gaps or any long absences in your education/employment history – e.g. gap year, parental leave, career break:

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### PROFESSIONAL DEVELOPMENT

*Please provide details of professional courses attended in the past five years.*

<b>Course</b>	<b>Any award or qualification gained</b>	<b>Date (MM/YY)</b>

### OTHER INTERESTS AND ACHIEVEMENTS

Please briefly indicate any other interests and achievements that you think may be relevant: \_\_\_\_\_

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### LANGUAGES

<b>Please indicate your level of proficiency in:</b>	<b>Level</b>
English	
French	
Other languages	

## REFEREES

Please give the names and contact details of three referees, one of whom must be your current or most recent employer, who will be contacted when the short-list is being drawn up. This will include seeking information about suitability to work with children as well as any past disciplinary issues.

<b>REFEREE 1</b>	
<i>*must be your current or most recent employer as a teacher</i>	
Name (Mr. / Ms. etc.)	
Job title	
Postal address	
Email address (professional if one exists)	
Phone number (professional if one exists)	
Capacity in which (s)he knows you	Length of time (s)he has known you

<b>REFEREE 2</b>	
Name (Mr. / Ms. etc.)	
Job title	
Postal address	
Email address (professional if one exists)	
Phone number (professional if one exists)	
Capacity in which (s)he knows you	Length of time (s)he has known you

<b>REFEREE 3</b>	
Name (Mr. / Ms. etc.)	
Job title	
Postal address	
Email address (professional if one exists)	
Phone number (professional if one exists)	
Capacity in which (s)he knows you	Length of time (s)he has known you

Please give details of any family/close connections/relationships to current employees, Trustees, or students at ISM. \_\_\_\_\_

How did you first learn of this vacancy? \_\_\_\_\_

- ✓ Please attach a copy of your CV/résumé (recommended).
- ✓ Please attach a brief cover letter (*lettre de motivation*) outlining your motivation for applying and what you think you might bring to the post.
- ✓ Please return this completed form by email to the Head of H.R. at:  
[recruitment@ismonaco.com](mailto:recruitment@ismonaco.com)

The International School of Monaco is one of a number of overseas sister schools of King's College School. For recruitment purposes, your application can be sent to our partner King's College School Wimbledon. Information about General Data Protection Regulation (GDPR) can be found on the Careers page on our website.

Should you not be selected for this role, please tick below if you are happy for us to share your application with King's College School Wimbledon International and its international partners should suitable employment opportunities arise at its other overseas schools:

## STATEMENT

### In submitting this application:

I confirm that I have no unspent criminal convictions, cautions, reprimands or warnings, and that there are no legal actions pending against me.

I confirm that the information contained on this form is complete and accurate and that I am not barred or disqualified from working with children, nor subject to any sanctions or conditions imposed by a regulatory body on my employment.

I understand that knowingly giving false information or omitting any relevant information could result in the withdrawal of any offer of employment, or dismissal.

Have you had any allegations made against you in a professional capacity when working with children?  No       Yes (please submit additional details in a separate document marked "confidential").

SIGNATURE:

date:

## THE INTERNATIONAL SCHOOL OF MONACO

43 avenue Princesse Grace – MC 98000 Monaco - Tél. +377 93.25.68.20 - Fax +377 93.25.68.30

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