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| **CONFIDENTIAL**  **Application form for NLCS Jeju**  ***When completed, please return by email with your covering letter to Ms Lynne Oldfield, Principal to:*** [***recruitment@nlcsjeju.kr***](mailto:recruitment@nlcsjeju.kr) | |
| Position applied for: |  |
| **Personal details** | |
| Title |  |
| Forename(s) |  |
| Surname |  |
| Former name(s) |  |
| Contact number |  |
| Email address |  |
| Current address |  |
| Are you currently working in Jeju? If yes, what is your current status? |  |
| Teacher reference number |  |
| Skype ID/WhatsApp/wechat ID |  |
| Are you related to or do you maintain a close relationship with an existing student, employee, volunteer, Governor or Trustee of North London Collegiate School (UK), NLCS Jeju, NLCS Dubai, or NLCS (Singapore)?  Yes / No | |
| If so, please provide details. | |
| Have you previously applied for a role at an NLCS school?  Yes / No | |
| If so, please provide details. | |

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| **Current or most recent employment** | | | | | | | | | | | | | | |
| Current/most recent employer | | | | | | |  | | | | | | | |
| Current/most recent employer’s address, including city and country | | | | | | |  | | | | | | | |
| Current/most recent job title | | | | | | |  | | | | | | | |
| 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 of these | | | | | | |  | | | | | | | |
| Please state when you would be available to take up employment, if offered | | | | | | |  | | | | | | | |
| **Previous employment**  Please start with the most recent and please add extra rows if necessary. | | | | | | | | | | | | | | |
| Dates | | | | Name and address of employer | | | | | Position held and/or duties | | | | Reason for leaving | |
| From | To | | |
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| **Gaps in your employment**  Please provide details of any gaps in your employment history, e.g. a sabbatical year or parental leave. | | | | | | | | | | | | | | |
| Dates | | | | | Reason for gap | | | | | Address/location during gap | | | | |
| From | | To | | |
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| **Education Qualifications**  Please start with the most recent and please add extra rows if necessary. | | | | | | | | | | | | | | |
| Name of school/ college/ university | | | Dates of attendance | | | | | Examinations | | | | | | |
| From | | | To | | Name of course | | | Result | Date | | Awarding body |
| Undergraduate and Postgraduate | | | | | | | | | | | | | | |
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| School and Further Education | | | | | | | | | | | | | | |
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| **Professional Qualifications**  Please start with the most recent and please add extra rows if necessary. | | | | | | | |
| Name of college/ university | Dates of attendance | | | Examinations | | | |
| From | | To | Subject | Result | Date | Awarding body |
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| **Professional development**  Please provide details 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. | | | | | | | |
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| **Interests/Extra-curricular activities**  Please provide details of any interests/extra-curricular activities in which you have been involved. | | | | | | | |
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| **Personal and Family details** | | | | | | | |
| Date of birth | |  | | | | | |
| Nationality | |  | | | | | |
| Passport number | |  | | | | | |
| Passport expiry date | |  | | | | | |
| Marital status | |  | | | | | |
| First name of spouse/partner | |  | | | | | |
| Surname of spouse/partner | |  | | | | | |
| Nationality of spouse/partner | |  | | | | | |
| Profession of spouse/partner | |  | | | | | |
| Details of children (please list gender, and date of birth) | |  | | | | | |
| Is your spouse/partner also seeking employment at the school? Yes / No | | | | | | | |

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| **Criminal records**  An offer of employment from the NLCS Jeju operating company 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. On their behalf, NLCS (UK) will apply for an Enhanced Check for Regulated Activity from the DBS which includes a check of the Children’s Barred List. NLCS Jeju 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. | | |
| 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 following, 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 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 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 one | | |
| Name (including title): |  | |
| Organisation: |  | |
| Occupation: |  | |
| Working relationship to you: |  | |
| Address: |  | |
| Contact number: |  | |
| Email: |  | |
| Referee two | | |
| Name (including title): |  | |
| Organisation: |  | |
| Occupation: |  | |
| Working relationship to you: |  | |
| Address: |  | |
| Contact number: |  | |
| Email: |  | |

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| **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 should submit a curriculum vitae in addition to their application form. Applications will not be considered unless supported by a completed application form, CV and cover letter.  North London Collegiate School Jeju 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 NLCS schools? (Please indicate below) | | |
| NLCS (Singapore) | |  |
| NLCS (UK) | |  |
| NLCS Dubai (UAE) | |  |
| How did you hear about this vacancy? (Please indicate below) | | |
| TES | |  |
| School website | |  |
| NLCS International website | |  |
| Word of Mouth | |  |
| Other (please specify) | |  |
| **Data Protection** | | |
| All personal data will be held and processed by NLCS Jeju. Data will be shared with and retained by NLCS International Ltd in accordance with the General Data Protection Regulation 2018 and Data Protection Act 2018 and in accordance with NLCS (UK)’s Data Protection Policy and guidelines. 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 on this Application Form is true and correct to the best of my knowledge. * I confirm that I am not 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 NLCS Jeju making direct contact with the people specified as my referees to verify the references prior to interview. | | |
| Signature |  | |
| Date |  | |