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|  | **Primary School Teacher**  **Application Form** |

Thank you for your interest in working at ELA Basel.Please complete all sections of the application form.

Completed application forms, letter of application and passport style photograph should be emailed to **office@ela-basel.ch**

**POSITION**

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| **Vacancy applied for:** | **Primary School Teacher** |

**PERSONAL DETAILS**

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| --- | --- |
| **Title** |  |
| **Surname or family name** |  |
| **All previous surnames** |  |
| **All forenames** |  |
| **Current Address** |  |
| **Resident at this address since** |  |
| **Home telephone number (inc country code)** |  |
| **Mobile telephone number (inc country code)** |  |
| **Date of birth** |  |
| **Marital Status** |  |
| **Children (with ages)** |  |
| **Nationality** |  |
| **Languages Spoken (Strongest first)** |  |
| **Email address** |  |
| **Skype name** |  |
| **Do you currently hold the right to work in Switzerland?** | **Yes No**  **If YES please provide details of permit** |

**CURRENT EMPLOYMENT**

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| **Name and address of employer** |  |
| **Job title**  **(with year groups taught, if applicable)** |  |
| **Date appointed to current post** |  |
| **Current salary/other financial benefits** |  |
| **Type of Organisation (School, Kindergarten, Child Care Centre, Private Nanny etc.)** |  |

**FULL CHRONOLOGICAL HISTORY** Please provide a full history in date order, most recent first, since leaving secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

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| **Job Title** | **Include: Name and address of employer** | **Dates** | | | | **Reason** |
| **(with year**  **groups taught if linked to education)** |  | **From** | | **To** | | **For**  **leaving** |
|  |  | **Month** | **Year** | **Month** | **Year** |  |
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**Please enclose a continuation sheet if necessary**

**SECONDARY EDUCATION & QUALIFICATIONS (eg GCSE, A-level, IB)**

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| **Name of School/College** | **From** | **To** | **Qualifications Gained** |
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**FURTHER OR HIGHER EDUCATION - any recognised qualifications/courses which are relevant to the job application**

**(proof of qualifications will be required at interview)**

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| **Name of FE College or University or Awarding Body** | **Dates**  **From To** | **Full or Part-time** | **Qualifications Obtained** |
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**DETAILS OF OTHER QUALIFICATIONS**

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**WHY DO YOU WANT TO WORK AT ELA BASEL?**

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| **(Please state your reasons for wanting to work at ELA Basel and any other skills or interests you feel may be useful to the**  **role of Primary School Teacher.)** |

**REFEREES**

**Please note, references will be requested for all shortlisted candidates who are being considered for invite to interview. This is important to enable us to fulfil our statutory obligations in accordance with the Keeping Children Safe in Education (March 2015) guidance and to avoid any delay in you being able to commence employment should you be offered the post. However, if you are not prepared for us to seek references at interview stage please tick this box.**

Please give here details of two people to whom reference may be made. The first referee should normally be your present or most recent employer. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

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| **Referee 1** | |
| **Title and Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

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| **Referee 2** | |
| **Title and Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Job Title** |  |
| **Relationship to applicant** |  |

**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.**

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| Have you ever been subject to a child protection investigation by your employer or any other organisation? | Yes No  If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are invited to interview. |
| Is there any reason you know of why you are not suitable to work with children? | Yes No  If YES give details separately under confidential cover. This will not be opened unless you are invited to interview. |

Please note ELA Basel is committed to safeguarding and promoting the welfare of children and expect all staff to share in this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service or local country equivalent checks.

Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate (or local country equivalent) and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

At ELA Basel, we celebrate and support diversity for the benefit of our employees, our students and our community. We are proud to be an equal opportunity workplace.

**DECLARATION**

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that checks may be carried out to verify the contents of my application form

**Print Name Signature of Applicant Date**

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