**VACANCY APPLICATION FORM**

**Thank you for your interest in joining the British School of Bucharest!**

BSB uses its own application form and all applicants for employment are required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are expected to account for any gaps or discrepancies in employment history).

The application form includes a declaration regarding convictions and working with children, and the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

CV’s will not be accepted alone; an application form must be completed. The School will not employ anyone who is barred from working with children. All applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

|  |
| --- |
| **Title of post applied for:** Write here |

**Personal details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: Write here | | First name: Write here | |
| Preferred title: | | Previous surname(s) (*or aliases* *if appropriate):*  Write here | |
| Date of birth: Write here | | Place of birth: Write here | |
| Passport issued by: Write here | Date of issue: Write here | | Expiry date: Write here |

**Relevant experience**

**Current appointment:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name & Address of School/ Organisation | Type of school | Title of post | Subject(s) taught | Year Group(s) taught | Full time/ part time/ supply | Dates  From To | | Point on Main Salary Scale (if appropriate): |
| write here | write here | write here | write here | write here | write here | write here | write here | write here |

**Previous teaching experience:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name & Address of School/ Organisation | Type of school | Title of post | Subject(s) taught | Year Group(s) taught | Full time/ part time/ supply | Dates  From To | |
| write here | write here | write here | write here | write here | write here | write here | write here |
| write here | write here | write here | write here | write here | write here | write here | write here |

**Brief:**

|  |  |
| --- | --- |
| No of years teaching full time: write here  No of years teaching British NC: write here | Main subject and level taught (Senior School) write here |
| Subject and age range specialty (Primary School) write here | Additional subject taught (Senior School) write here |
| Explanation for any gaps in work history: write here | Explanation for any gaps in work history: write here |

**Additional experience outside teaching:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of School/ Organisation | Nature of business | Position held | Responsibilities | Dates  From To | |
| write here | write here | write here | write here | write here | write here |
| write here | write here | write here | write here | write here | write here |

**Relevant education and qualifications**

Higher education:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Institution  (full or part-time) | Dates  From To | | Main subjects | Qualifications obtained | Class of degree |
| write here | write here | write here | write here | write here | write here |

**Other qualifications and training attended *(mention the courses attended in the last three years*):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution | Location | Dates  From To | | Course title and qualification |
| write here | write here | write here | write here | write here |

**UK QTS, DfES (UK applicants) or other:**

|  |  |
| --- | --- |
| Date recognised | Teaching reference |
| write here | write here |

**Details of A’ Levels/IB:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School | Location | Dates  From To | | Subject and Grades attained |
| write here | write here | write here | write here | write here |

**Languages:**

|  |  |
| --- | --- |
| First language | Proficiency Level |
| write here | write here |
| Other Languages |  |
| write here | write here |
| write here | write here |
| write here | write here |

**References:**

Names of Referees: (*if currently employed as a teacher, must give the name and contact details of Head teacher; two professional non-related referees):*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Address | Position | Phone number/  Fax number | Email |
| write here | write here | write here | write here | write here |
| write here | write here | write here | write here | write here |

**Extracurricular:**

*Attach one A4 size page about hobbies and involvement in co-curricular activities*

**Contact details:**

|  |  |
| --- | --- |
| Permanent Address: write here | |
| Telephone No:  Work: write here  Home / Mobile: write here | Fax No: write here  Email address: write here  Skype address: write here |
| Other contact number in case of difficulty in contacting you: write here | Do you have access to video conferencing facilities: |

|  |  |
| --- | --- |
| Are you are accompanied by your partner / children? *(You may include a CV for your spouse if you wish. If your spouse is also applying for a post with us, a separate application form should be completed)* | write here with details |

|  |
| --- |
| **Declaration:**  **Please read carefully before submitting** |
| By submitting this application form I declare that the information given is true and accurate and that I have no previous convictions or reasons why I should not work with children. I acknowledge and accept that any offer of employment which may be made to me by British School of Bucharest is subject to this declaration.  Surname: Write here  First name: Write here |

|  |
| --- |
| Instructions for sending this form via e-mail:   1. Complete the form and Save as an MS Word file. 2. Along with your application, please send a recent color photograph and a cover letter. 3. Attach at the same time: the application, CV, cover letter, any additional documents (i.e. references), a recent photo and send them to hr@britishschool.ro |