CHARTERHOUSE ALMATY

# Application Form (Academic Staff)

Strictly private and confidential

Application for the post of

Where did you see this post advertised?

## Personal Details

Forename

Title

Surname

Date of Birth

Have you ever been known by any other name? Yes No

Place of Birth

If yes, please give full details of all previous names, the date of change and the reason for the change:

Telephone No (Home)

Telephone No (Work)

Telephone No (Mobile)

Address

Email

Nationality

Do you have Qualified Teacher Status? Yes No

Can you be contacted at work? Yes No

If you have QTS, what year was it obtained?

Passport No

DFE Number (if applicable)

ID Number (if applicable)

Marital Status

Are you related to or do you maintain a close relationship with an existing employee, volunteer, or affiliates of Charterhouse Almaty?

Yes No

Age/Sex of Children (if applicable)

Is your partner seeking a position at Charterhouse Almaty?

Yes. Please state the position:

No. Please state their occupation:

Do you consider yourself to have a disability? If yes, please state the nature of it and the adjustment required:

Do you hold a current full driving licence? Yes No

Country of Issue (if applicable)

**Employment History (most recent first)**

Employer

Date Commenced

Job Title

Reporting To

Address of Employer

Present Salary / Package

Total No of Students (if applicable)

Notice Period Required

Age Range (if applicable)

Reason for Leaving

Type of School (if applicable)

Government

International

Independent

Other. Please specify:

Briefly outline the major tasks and responsibilities in your current role including level of teaching.

## Employment History (continued)

Employer

Address of Employer

From-To

Job Title and Main Responsibilities (including level of teaching)

Reason for Leaving

Age Range (if applicable)

Total no of Students (if applicable)

Type of School (if applicable)

Government | International | Independent | Other. Please specify:

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Employer

Address of Employer

From-To

Job Title and Main Responsibilities (including level of teaching)

Reason for Leaving

Age Range (if applicable)

Total no of Students (if applicable)

Type of School (if applicable)

Government | International | Independent | Other. Please specify:

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Employer

Address of Employer

From-To

Job Title and Main Responsibilities (including level of teaching)

Reason for Leaving

Age Range (if applicable)

Total no of Students (if applicable)

Type of School (if applicable)

Government | International | Independent | Other. Please specify:

**If applicable, please explain any gaps in employment (when not in education or training). This space should also be used for any additional employment history that does not fit in the sections above; please label this clearly.**

**Supporting Statement: please tell us why you have applied for this position, how you meet the requirements of the role, and provide examples of your achievements that highlight your suitability (please keep the maximum word count to 750).**

## Education and Professional Development Details

### Secondary Education History

| From | To | Name of School or College | Qualification Awarded (Subject & Level) |
|---|---|---|---|

### Further or Higher Education History

| From | To | Name of Establishment | Qualification Awarded (Subject & Level) |
|---|---|---|---|

## Professional Qualifications/Membership of Professional Bodies/Relevant Training Courses

| From | To | Professional Body/Organisation | Qualification Awarded (Subject & Level) |
|---|---|---|---|

## Supplementary Information

Please give details of sports, languages and/or other activities that you can offer

Interests

Clubs and Associations

**References: Please supply the details of three professional referees and state in what capacity the referee knows you. One should be your present (or most recent) line manager.**

Three written references are required, including one from the current or most recent employer. For teachers, the reference from the most recent employer must be from the Head of School.

References are verified verbally and must address:

- employment dates, performance, and conduct;
- any disciplinary action, safeguarding or welfare concerns;
- suitability to work with children;
- eligibility for re-employment.

Open or testimonial references are not accepted.

**Referee 1**

Name | Job Title | Relationship

Company / School Telephone | Company / School Email | Company / School Address

Please indicate if this referee can be contacted prior to interview: Yes No

**Referee 2**

Name | Job Title | Relationship

Company / School Telephone | Company / School Email | Company / School Address

Please indicate if this referee can be contacted prior to interview: Yes No

**Referee 3**

Name | Job Title | Relationship

Company / School Telephone | Company / School Email | Company / School Address

Please indicate if this referee can be contacted prior to interview: Yes No

## Education and Professional Development Details

Due to the nature of the work of this post you are required to give details of criminal offences for which you have been convicted. For the purposes of this application, guidance and criteria on protected convictions, cautions, reprimands or final warnings can be found on the Disclosure & Barring Service website, provided below:

https://www.gov.uk/government/organisations/disclosure-and-barring-service

**All applicants are required to complete Appendix A.**

Disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s). Successful applicants will be required to consent to an enhanced check by the Disclosure and Barring Service (DBS) or equivalent.

## Data Protection

By signing this form, I agree to this data being held and processed and if I am appointed to the post, I also agree to further information, including sensitive data (e.g. bank details, medical information etc.) being held by Charterhouse Almaty and its affiliations.

## Medical fitness

All candidates must complete a Medical Fitness Declaration after an offer is made.
Where necessary, a certified occupational-health assessment will be arranged. The school complies fully with disability and equality legislation and will make reasonable adjustments.

## Online and social media screening

Informed by UK guidance (KCSIE 2025), Charterhouse Almaty conducts proportionate online searches for shortlisted candidates to identify publicly available information that may be relevant to safeguarding or reputation. Any concerns will then be explored at interview and prior to appointment. By submitting an application, the candidate is consenting to these checks being carried out.

## Declaration by the Applicant

I confirm that the information given by me is true and complete. I understand that if I give false information or withhold relevant information, it could result in the withdrawal of any offer of employment or in my dismissal. I declare that there is no reason why I should be considered unsuitable or unsafe to work with children, and I understand that this declaration forms part of Charterhouse Almaty's safeguarding and safer recruitment procedures.

Signed

Date

## Submission of Form

Please return your completed application form by email to hr@charterhousealmaty.com

## Appendix A: Criminal Record Self-Declaration Form

### Section 1

Name Start Date

Role Applied for

### Section 2

Have you received a conviction, caution, reprimand or a warning which has been recorded on a police central record, (includes 'spent' and 'unspent' convictions) or has any information been held locally by police forces that are grounds to be considered relevant, since your last declaration?

Yes. Provide the relevant information below.

No. Please go to Section 3 of the form.

| Date of offence | Offence | Conviction/Pending |
|---|---|---|
| Date of offence | Offence | Conviction/Pending |
| Date of offence | Offence | Conviction/Pending |

### Section 3

Do you wish to provide further information?

Yes. Provide the relevant information below.

No. Please go to Section 3 of the form.

Additional Information:

**Appendix A: Criminal Record Self-Declaration Form (continued)**

I declare that the information I have provided in relation to criminal convictions, prosecutions pending, and cautions is accurate. I agree that further enquiries that are considered necessary may be undertaken, including a full police check.

Signed

Current Address

Date