



ໂຮງຮຽນ ນານາຊາດ ປັນຍາທິບ

PANYATHIP INTERNATIONAL SCHOOL

The British International School in Laos

ໃຫ້ເຈົ້າເປັນໄດ້ດັ່ງທີ່ຢາກເປັນ

Become the Best that You can Be

TEACHING APPLICANTS PACK (2019/2020)

If you have decided to apply for one of the posts on offer at Panyathip you first need to read the Handbook for Teaching Post Applicants.

How to apply :

Amongst other places, our advertisements appear online at the Times Educational Supplement. **Each post has instructions about to apply via the TES online website.** Applicants who apply via this route are prioritised because the online application form includes all of the information that we require.

Vacancies will appear here : <https://www.tes.com/jobs/>

The Process :

- We aim to acknowledge each application as it is received
- Applications will be reviewed as they are received; we will contact you to arrange interviews for those we wish to speak to as soon as possible and reserve the right to make appointments before the application deadline in the event that a suitable candidate is found.
- Initial interviews for long-listed applicants will take place with our Managing Director via Skype; applicants who are based in Laos will be invited into school. Short-listed applicants will be given an indication of the package they are likely to receive if an offer of a post is made.
- For those short-listed a second interview will usually be held, again via Skype, with the appropriate Campus Principal.
- If an offer is made, it will be made in writing. We ask that you respond in writing (by email) as soon as you have made a decision whether you decide to accept or decline our offer.
- All offers are subject to the requirements of our Safer Recruitment Policy and the stipulated Employment Checks.



Employment Check	Criteria / Advice
Provide proof of identity	A passport is ideal here since the expiry date should be checked to ensure there is sufficient time left in order to apply for a work visa.
Provide proof of qualifications	By showing original (on arrival in Laos) or notarised documents
Provide a satisfactory police certificate from their last country of residence	<p>DBS or whatever is available in your last country of employment.</p> <p>Ideally, police checks should be no older than 6 months before you left your last country of employment/residence.</p> <p>PIS makes reference to the Criminal Background Check Procedures booklet published by CIS and other authenticated resources to verify document</p>
Declaration of whether or not you have any health issues which might impact on your work and, if required, to undergo a medical examination	<p>Two declarations completed :</p> <ul style="list-style-type: none"> ● Employee Disclosure Form ● Confidential Health Declaration
Have satisfactory references	You providing the names and email contacts of at least 2 referees (preferably 3) one of whom should be your last or most recent employer who are willing to support your application.

Successful Appointment

Any offer of a job must be conditional on all the above being satisfied. Once appointed we will keep in touch with you over the coming weeks and months in order to ensure that your arrival in Laos is as easy as possible and that you are able to settle in to your new school and home quickly.

CONFIDENTIAL EMPLOYMENT DISCLOSURE FORM

Please reads this form carefully, answer the questions below and sign the declaration at the bottom of the page before sending it back to the school.

If successful in your application to work at Panyathip International School any offer of employment is subject to satisfactory references, identity and other checks – including the need for a Criminal Records’ Check. As part of the Safer Recruitment Procedures all applicants are required to go through this process including completing this form before any appointment is confirmed.

CRIMINAL CONVICTIONS	
Do you have any criminal convictions, cautions, reprimands or warnings (including any which may be considered ‘spent’ in some jurisdictions) recorded against you ?	YES / NO (Please circle)
If you answered YES, please declare what these are :	
HEALTH AND OTHER ISSUES	
Is there any reason such as legal, personal or health issues including (but not limited to) substance or alcohol abuse or any other cause known to you which would prevent you from working with children and/or cause any difficulties with you being able to carry out your contracted duties ?	YES / NO (Please circle)
If YES, please comment :	
CONTRACTUAL OBLIGATIONS	
Do you have any contractual obligations with any other school or place(s) of employment which might affect your application to Panyathip ?	YES / NO (Please circle)
If YES, please comment :	
DOCUMENTS AND QUALIFICATIONS	
All my documents which are submitted as part of the recruitment process are original and authentic from licensed/recognised educational institutions.	YES / NO (Please circle)
If NO please comment	

DECLARATION

All my answers are true and fair and in completing this form I am declaring that I know of no reason why I may not be considered suitable for employment in an education institution. By completing this declaration and signing below I declare that I understand that my failure to disclose any relevant information relating to these questions may result in the school withdrawing an offer of employment or be grounds for my summary dismissal.

Signature and Name	
Post applied for	
Date	

PANYATHIP INTERNATIONAL SCHOOL
CONFIDENTIAL HEALTH QUESTIONNAIRE

Please complete the form accurately. If the questions are not applicable, please indicate / tick the boxes appropriately. Failure to disclose accurate your medical information and history may result in unnecessary delay with your application.

FAMILY NAME (in block capital):

GIVEN NAME (in block capital; as in passport/legal document):

Date of Birth: DD / MM / YYYY	Gender: • Male / • Female	
Place of Birth:	Country:	
Nationality:	Passport No:	
Place of Issue:	Date of Issue: DD / MM / YYYY	Expiry Date: DD / MM / YYYY
Marital Status: • SINGLE • MARRIED • WITH PARTNER • DIVORCED		
Email Address:		
Skype Name (if any):		
Mobile No:	Code	

Self-Health Screening Questionnaire

Please help us by answering the questions below. If you need any clarification please feel free to contact us.

1. Have you had any symptoms or treatment for the following –		
a. High Blood Pressure	• Yes	• No
b. Diabetes	• Yes	• No
c. High Cholesterol	• Yes	• No
d. Stroke	• Yes	• No
e. Cancer (if yes, please state / explain)	• Yes	• No
f. Heart Disease (if yes, please state / explain)	• Yes	• No
g. If there are other medical problems we should be made aware of, please state / explain.	• Yes	• No
2. Are you on any medication / supplements / herbal / traditional medications? If yes, please state / explain	• Yes	• No
3. Allergy (medication; food; etc.) if yes, please state	• Yes	• No
4. Are you a smoker ?	• Yes	• No

5. Which of these best describe your overall health/well-being (DELETE those which do not apply) ?

- I am in excellent health and apart from normal issues such as flu/food poisoning, I have not been absent from work due to medical issues.
- I am in good health but have had some absence from work from unexpected medical issues – please explain.
- I am in good health but need regular medication for treatment to on-going medical issues – please explain

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/Continue overleaf if necessary

I acknowledge I have read and understood the contents of the form. I confirm I have personally completed the this form, and to the best of my knowledge

The school may require me to undergo a medical check prior to or upon taking up the appointment.

Applicant's Signature: Date: