

# APPLICATION FOR EMPLOYMENT

## Section 1: Personal Details

Position Applying For:	
Name:	Correspondence Address (If different):
Title: e.g. Mr, Mrs, Dr	Country of Residence:
Home Address:	Nationality:
Email:	Do you hold an EU passport?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone (mobile):	Do you have EU working status?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone (other):	Driving license: <input type="checkbox"/> Yes <input type="checkbox"/> No
Skype ID:	Do you have school-age children that you may wish to enroll at St George's? <input type="checkbox"/> Yes <input type="checkbox"/> No

## Section 2: Education and qualifications

List all education qualifications with highest/most-recent qualifications first.

School, college or university	Qualifications & subjects	Results (grade or classification)	Mode of study (full-time, part-time or correspondence)	Period of study (date from – date to)

## Section 3: Other training

List all training undertaken including in-service courses. Please include membership and grade of professional organisations.

Institution	Qualifications & subjects	Results (grade or classification)	Period of study (date from – date to)

## For office use only

Long list:	Withdrawn:
Short list:	Application for the post of:
Call to interview:	
Take-up references:	

## Section 4: Employment History

### Current/Most recent employment

Job title:	
Employer:	
Date from:	Gross salary:
Date to:	Allowances or additional salary points:
Address:	If part-time, please indicate weekly hours:
	Notice period:

### Previous employment *Please add additional boxes or a separate sheet as necessary*

Job title:	
Employer:	
Date from:	Gross salary:
Date to:	Allowances or additional salary points:
Address:	If part-time, please indicate weekly hours:
	Notice period:

Job title:	
Employer:	
Date from:	Gross salary:
Date to:	Allowances or additional salary points:
Address:	If part-time, please indicate weekly hours:
	Notice period:

Job title:	
Employer:	
Date from:	Gross salary:
Date to:	Allowances or additional salary points:
Address:	If part-time, please indicate weekly hours:
	Notice period:

*Please provide details of any gaps within your employment history:*

## **Section 5: Statement**

*Please outline the skills and attributes that make you suitable for the role, and provide examples from your current or previous positions. We recommend that statements be at least 250 words in length and that they do not exceed 500 words.*

## Section 6: Referees

It is our policy to take up references for shortlisted candidates. Please provide names and addresses of three referees, one of which should be your present or most recent employer. If you are known to your referees by a former name please supply the name by which you were known. If you have not previously been employed, please provide the name(s) of a person(s) who knows you well. Referees should have direct knowledge of your professional capacities and performance. No offer of employment will be made until references have been received.

Name of Referee	Position and Employer	Email and Telephone

## Section 7: Protection of children

Disclosure of any criminal background is required. Offers of employment will also be dependent on completion of a satisfactory Disclosure and Barring Service check (DBS) or police check. Disclosure of a criminal background will not necessarily bar you from any appointment.

Have you ever been convicted of a criminal offence?  Yes  No

Offence:

Sentence:

Date:

## Section 8: Applicant's declaration

Do you have a pre-existing relationship with any member of the St George's community (e.g employee, parent, pupil, governor?)  Yes  No *If Yes, please provide details:*

*I declare that the information I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any contract of employment with St George's British International School will be offered on the basis of the information I have provided. I understand that a false declaration, which results in my appointment, may render me liable to dismissal.*

*I am in possession of certificates which I claim to hold, and understand that wilful falsification may result in dismissal if appointed. I confirm that I am happy for you to contact my referees to request a reference as part of the shortlisting and/or interview process.*

**For information about how we store and use your data in compliance with the General Data Protection Regulation (GDPR) please refer to the Privacy page of the St George's website.**

**I provide my consent to the processing of my personal information. I understand that data processing is necessary in order to provide the services offered.**

Signature:

Date:

Completed applications should be submitted to [jobs@stgeorge.school.it](mailto:jobs@stgeorge.school.it)

**St George's is an equal opportunities employer. Discrimination will not be made on the grounds of race, ethnicity, religion, age, nationality, marital status, sexual orientation or other basis.**