

## St George's International School, Luxembourg

### Employment Application Form

Personal Details			
Surname		First name(s)	
Title		Date of Birth	
Former Names/ Maiden Name		National Insurance Number (if applicable)	
DIES reference number (if applicable)		Do you have Qualified Teacher Status (QTS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you registered with the General Teaching Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Home Address (House, Street, County)			
Postcode		Country	
Home Phone		Mobile Phone	
Work Phone		Email address	
Do you need a work permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have permission/entitlement to work in the EU?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Present or Most Recent Employment Details			
Current Employment Status	<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Other	Name of current/most recent employer	
Address of current/most recent employer			
Job Title			
Start date of current/most recent employment		Leaving date or notice required	
Reason for leaving			
Please give a brief description of your current or most recent duties/responsibilities or attach a copy of your job description.			

Previous Employment Details				
Employer Name and Address	Job Title and brief details of age range/subjects taken	Dates Employed		Reason for Leaving
		From	To	

Please identify any gaps in your employment history stating the dates and reasons for the gap.

### Education and Other Training

Name of University/College/School	Dates Attended		Qualifications/Skills/Training Courses and Results (where appropriate – see also below)
	From	To	

### Professional and Other Qualifications

Qualifications Obtained	Date	Awarding Body

### Membership

Please give details of membership of any professional body to which you belong.	
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### Skills, Abilities, Knowledge and Experience

Please briefly describe how your skills, abilities, knowledge and experience match those set out in the job description. This should include any relevant experience gained whilst undertaking previous jobs and from "other than paid" work such as at home, in the community or through voluntary/leisure/college activities.

### Referees

Please give the name, address and other contact details of two people who can provide a reference for you. One must be your current or most recent employer.

If you are an applicant who is not currently working with children but has done so in the past, one referee must be the employer by whom you were most recently employed in work with children.

References cannot be accepted from relatives or from people writing solely in the capacity of friends. "Open references" cannot be accepted. We reserve the right to take up further references from any other previous employer.

#### Current/Most Recent Employer

Name			
Address			
Telephone		Mobile Telephone	
Email Address			

#### Other Referee

Name			
Address			
Telephone		Mobile Telephone	
Email Address			

### Summative Declaration

I declare that to the best of my knowledge the information given in this form is true.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### Rehabilitation of Offenders Act 1974

Disclosure of any criminal background is required. Offers of employment will also be dependent on completion of satisfactory police checks. Disclosure of a criminal background will not necessarily bar you from any appointment.

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

If YES:

Offence: \_\_\_\_\_ Date of Offence: \_\_\_\_\_  
Sentence: \_\_\_\_\_

### Safeguarding and Promoting the Welfare of Children and Young People

All employees will be required to be security cleared, which may take the form of an extract of Luxembourg "casier judiciaire" and/or an International Child Protection Certificate (ICPC). Our policy is also to actively seek confidential references including one from the last employer. 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.

Please note that if you have not been contacted 3 weeks after the closing date, you have not been successful in your application on this occasion.

**Thank you for taking the time to complete this form and for your interest in St George's International School.**