



THE BRITISH SCHOOL OF PARIS

CONFIDENTIAL APPLICATION FORM FOR EMPLOYMENT AS A MEMBER OF THE TEACHING STAFF

Please complete all sections as fully as possible unless they are not applicable

You must answer all questions, unless they are marked with an asterisk or are irrelevant to your case. If relevant items are missing, your application may be refused. The completed application form will be treated as confidential information, accessible only to authorised personnel strictly for internal purposes, and will only be communicated to members of the selection panel for the application(s) in question. This form will be kept on the recruitment file for a maximum of 2 years from the end of the recruitment process. It will form part of your confidential personnel file if you are recruited. Pursuant to clauses 38 to 40 of the updated law of 6th January 1978 ("Informatique et Libertés") you have a right to access and correct information held on you. If you wish to exercise this right, please contact the HR Manager.

Toutes les réponses sont obligatoires, sauf si la rubrique est marquée d'un astérisque ou est sans objet dans votre cas. En cas de défaut de réponse votre candidature pourra être écartée. Le formulaire complété sera traité de façon confidentielle, accessible uniquement au personnel autorisé à des fins strictement internes et ne sera communiqué qu'aux membres comité de sélection pour le(s) poste(s) en question. Ce formulaire sera conservé dans le dossier de recrutement pour une durée maximale de deux ans à l'issue du processus de recrutement. En cas d'embauche il fera partie du dossier confidentiel du salarié. En application des articles 38 à 40 de la loi dite "Informatique et libertés" n° 78-17 du 6 janvier 1978 modifiée, vous disposez d'un droit d'accès et de rectification des données qui vous concernent. Si vous souhaitez exercer ce droit, veuillez contacter notre Responsable Ressources Humaines.

1. APPLICATION FOR

Position applied for

Advertised where

Available to take up employment (date)

2. PERSONAL DETAILS

Full Name

Former

Surnames (e.g. maiden name or any previous change of name(s)).

Title

MR MRS MISS MS DR OTHER

Gender (Optional)

Date of Birth

Nationality(ies) & valid Passport(s) held

Current Address

Telephone number

Private

Work

Mobile

E-mail

Please provide your DfE reference number

Do you have UK Qualified Teacher Status?

Yes No

3. SCHOOLS ATTENDED (11 – 18 YEARS)		
School name/address	Dates	
	From	To

4. PRE-UNIVERSITY QUALIFICATIONS OBTAINED		
Qualification and Subject	Year of Exam	Grade

5. HIGHER EDUCATION					
University/College	Dates		Type of course	Subjects	Qualification or class of degree
	From	To			

6. Details of TRAINING/ INSET since leaving Higher Education		
Course	Dates	Institution

7. FULL EMPLOYMENT HISTORY (including periods of self-employment) *(please also provide, where appropriate, explanations for all periods not in employment, using additional sheets as necessary)*

Employer (Please specify country)	Start & End Dates	Post held / Duties	Particular achievements	Reason for leaving

8. **CURRENT POSITION**

Current Employer

Job Title

Date of appointment

Monthly Salary in £ (ex TLR) in €

TLR (in £) in €

Summary of Duties
(Including extra-curricular activities)

9. **GENERAL INFORMATION**

Interests/hobbies (Give details of pastimes, sports, membership of professional organisations, etc)

Have you ever been convicted of a criminal offence? Please be aware that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. If yes, please give details below.

Yes No

If offered this position will you continue to work in any other capacity ?

Yes

No

If yes, give details.

10. WORK PERMITS

Are there any restrictions to your residence in France that might affect your right to take up employment in France?

Yes

No

If you are successful in your application would you require a work permit to work in France?

Yes

No

11. PERSONAL STATEMENT

Please attach a sheet to this form setting out the reasons why you wish to work at The British School of Paris and why you think you are suitable for the post being advertised with particular reference to the Person Specification provided. Please also include the extra-curricular activities that you would be willing to offer.

12. REFERENCES

Please give the names of two people who can comment on your suitability for this post. One should be your current employer or, if you are currently unemployed, your last employer. Both references should be from different places of work.

We normally take up references for all applicants who are selected for preliminary interview. However, if you do not wish us to contact a referee at this stage, please leave the relevant section blank and attach a separate sheet of paper, providing the information requested below.

Name & position	Name & position
Address	Address
Email address	Email address
Telephone number	Telephone number
Relationship	Relationship

13. RECRUITMENT POLICY, INCLUDING NOTE ABOUT EX-OFFENDER APPLICATIONS

As a school, we are fully committed to the principles of equal opportunity, diversity and inclusion. We are committed to attracting and retaining the very best staff, ensuring that our staff body reflects the diversity of our students and local community. It is the School's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training, and not to discriminate against any person on the grounds of origin, surname, gender, morals, sexual orientation, age, marital status, pregnancy, genetic characteristics, physical appearance, state of health, disability, religious beliefs or political opinions; or belonging or not belonging (actual or supposed) to an ethnic group, a nation or a race, trade union or "mutual benefit" activity.

Acknowledging a lack of ethnic diversity within our Leadership Team, we particularly encourage applications from ethnically diverse candidates for leadership positions. All appointments will be made on merit, following a fair and transparent process.

Equally, a criminal record will not necessarily be a hindrance to your application but the following factors will be considered: the seriousness of the offence, the length of time since the offence, the age of the applicant at the time, the circumstances of the offence and the applicant's own explanation.

14. APPLICANT'S DECLARATION

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, may constitute grounds for dismissal. I understand that The British School of Paris is committed to safeguarding and child protection, and is an equal opportunity employer.

Signature

Date

Save Form Here