



Application Form for a teaching position at Britannica International School Shanghai

Please complete this application form electronically in full. This application form is an essential part of our selection process.

Candidates will not be offered a teaching post at the school unless this application form is completed in full.

For unsuccessful candidates, the application form including all details will be safely disposed of after the recruitment period is completed.

Post Applied For	
Where did you see the vacancy?	

Personal Details			
Title:		Surname:	
All forenames:		All former surname (s) previously known by:	
Preferred name:		Date of Birth:	
Current Address *		DfES / Teacher Ref Number:	
		QTS Completed:	Yes / No
		Date Completed:	
		Skype address:	
Email:		Telephone Number:	
Nationality:		Other nationalities held:	
Place of Birth:			
Preferred Ethnicity (Optional):		Religion (Optional):	

*If you have been at this address for less than 5 years, please provide details of previous addresses covering below

Previous address 1	From	Until	Reason for move
Previous address 2	From	Until	Reason for move
Previous address 3	From	Until	Reason for move
Previous address 4	From	Until	Reason for move

Please indicate whether you have any family or close relationships with existing employees at [name of school] or children attending the School **Yes/No**

Name of Person:

Relationship:

Academic & Professional Qualifications			
Name & Addresses of Schools/Colleges	From (Mth/Yr)	To (Mth/Yr)	Qualifications Obtained – please include A Level Grades and class of degree and date of award

Membership of professional Associations Please state whether you are a member of any technical or professional associations, and if so, which:

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Recent Professional Learning

Have you attended any training courses/seminars to develop your skills? If yes, please list. Extend the boxes if needed.

Course Title	From (Mth/Yr)	To (Mth/Yr)	Details of Course

Employment history (please clearly explain any gaps in your employment history – It is important that all gaps between any periods of employment are clearly explained and we will require this detail to be able to progress your application)

Include all other employment after leaving higher education and details of roles carried out during any period of self-employment

Current Job Title:		Start date:	
Address:	Main responsibilities:		
Remuneration package (include currency)			
Responsible to:		Reason for Leaving	

Previous Employment (in reverse date order – please continue on separate sheet if necessary)

Job Title:		Start date		End date	
Address:	Main responsibilities:				
Responsible to:		Reason for Leaving			
Job Title:		Start date		End date	
Address:	Main responsibilities:				
Responsible to:		Reason for Leaving			

Job Title:		Start date		End date	
Address:		Main responsibilities:			
Responsible to:		Reason for Leaving			

Job Title:		Start date		End date	
Address:		Main responsibilities:			
Responsible to:		Reason for Leaving			

Do you have any gaps in your employment history? *(You must disclose here any gaps between your historic employment where you have not worked, even if this is only for a short period of weeks)*

Yes / No

Please select as appropriate. If you answer yes you will need to explain any gaps in the box below and detail what you were doing during the time periods

Explanation of any gaps in employment

Leisure Interests, Membership of Organisations, Voluntary Work

Health Declaration

By signing this application form, I declare that I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post for which I am applying.

Please note, the school reserves the right to request that the successful applicant complete a medical questionnaire / examination and/or a psychological evaluation prior to appointment.

Professional References

Please provide details of three individuals who we can contact to obtain a reference. One should be your current or most recent employer and **all** must be former Line Managers. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. **Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends. We do not accept open testimonials.**

For NQTs or teachers who have had only one Teaching post, please list a referee from the College / University you graduated.

Do you agree to references being taken up if you are short-listed for the appointment? Yes/No
If "No", you will be contacted, if needed, prior to references being taken up

Referee 1 Name: School Address: Relationship to you:		Position: Email: Phone Number: Skype:	
Referee 2 Name: School Address: Relationship to you:		Position: Email: Phone Number: Skype:	
Referee 3 Name: School Address: Relationship to you:		Position: Email: Phone Number: Skype:	

Safer recruitment and the requirement for Enhanced Disclosure and Barring checks

As part of any employment offer being made, the Britannica International School Shanghai will require a recent enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) for anybody who has ever lived and / or worked in the UK. Alternatively, if you are registered with the DBS Update Service, you will need to provide your reference number and permission to undertake a search. This will also apply to former members of staff who re-join unless less than three months have passed between

their leaving and their re-employment date. A Prohibition Order check will also be carried out using the NCTL and GTCE databases in England

If you have lived or worked abroad for a period of three months or more you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in, which is less than six months old.

These checks will need to take place prior to contracts starting. Offers of employment are subject to receipt of satisfactory references. References will be verified by the School. The employer retains the right to withdraw any offer if references give rise to concern.

Additional identification information	
National Insurance Number (UK Citizens): (Equivalent for non-UK citizens)	
Do you hold a valid current driving licence? Y / N	
Current Passport Number:	Country issuing passport:
Date of expiry:	Place issued:
Do you hold any other passports? Y/N. If Yes, please give details	
Passport Number:	Country issuing passport:
Date of expiry:	Place issued:
Disclosure and barring checks	Yes / No – please delete as appropriate or give details if necessary
Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)	Y / N
Is there any reason why you may not be suitable to work with children or vulnerable adults? If yes, please explain:	Y / N
Have there been any Child Protection concerns/investigations about you in the past? If yes, please explain:	Y / N
Have you ever been the subject of a Prohibition Order, failed a Probation or Induction period or been subject to sanctions by the GTCE regarding working with children? If Yes, please explain.	Y / N

Travel information

Have you ever been deported from any country? Y / N.

If Yes, please give details

From which country (ies)?

When?

Reasons given by authorities

Are you subject to any immigration controls which would prevent your ability to travel or to be employed in the country where you are seeking to be employed or restrict other travel overseas? Y / N

If Yes, please give details below.

Declaration

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on any register of people not permitted to work with children including the Register of the Health and Care Professions Council (HCPC), am not subject to any sanctions imposed by any other regulatory body Please tick either A or B below

"STATEMENT A"

I HAVE NO CONVICTIONS, CAUTIONS, BIND-OVERS OR APPEAR AS DISQUALIFIED ON ANY RELEVANT REGISTER IN EITHER MY CURRENT OR PREVIOUS NAME

OR

"STATEMENT B"

**** HAVE ATTACHED DETAILS OF ANY CONVICTIONS, CAUTIONS, BIND-OVERS OR RELEVANT INFORMATION FROM REGULATORY BODIES REGARDING WORKING WITH CHILDREN AND VULNERABLE ADULTS IN A SEALED ENVELOPE MARKED CONFIDENTIAL TO BE SENT BY COURIER OR REGISTERED MAIL TO THE PRINCIPAL OF THE SCHOOL***

I confirm Statement A is correct

I confirm Statement B is correct and will supply relevant information

I understand that the successful applicant will be required to provide a recent enhanced disclosure from the DBS or similar law enforcement agency if not already available prior to any contract commencing.

To meet our obligations under Data Protection Legislation all candidates accept that by signing their application form, all or part of the information provided on this form may be used and processed by Britannica International School, Shanghai for recruitment and personnel administration and for equality monitoring. Such use will be subject to the provisions of the Data Protection Act 1998 (UK).

Candidates should be aware that the School will search social media sites during the selection process in order to discover what might be on your profile in the public domain.

I confirm the information given in this form is correct and understand that it will be used in the selection process. I also understand that misleading and/or inaccurate statements may be sufficient grounds for cancelling any agreements made. Where appropriate, this may include consideration of disciplinary action and potential termination of employment on the grounds of gross misconduct

Signed		Date	
Print Name			

The school would like to express thanks in respect of ensuring that all sections of this form are completed to the best of your ability and is signed before sending.