*Office use*

|  |
| --- |
| *Post applied for:* |
|       |



**APPLICATION FORM**

*This form is designed to help us assess your application. Please complete this form by typing in the boxes or writing clearly in black ink. If necessary, please provide further information on a separate sheet.*

*If you are typing on this form, TAB will take you to the next box. Where tick boxes are provided, click in them to enter an X.*

##### PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| FIRST NAME:  |  | MIDDLE NAME: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| SURNAME: |  | TITLE: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PREFERRED NAME: |  | PREVIOUS NAME(S)\*: |  |

 \* include date of change(s)

|  |  |  |  |
| --- | --- | --- | --- |
| PASSPORT NO.:  |  | NATIONALITY: |  |

|  |  |
| --- | --- |
| DATE OF BIRTH:  |  |

|  |  |
| --- | --- |
| ADDRESS::  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| TELEPHONE (day/mobile): |  | TELEPHONE(evening):  |  |

|  |  |
| --- | --- |
| EMAIL: |  |

 *We will normally send all correspondence by email unless you ask us not to.*

###### DEPENDANT(S) DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name | Relationship to applicant | Nationality | Date of Birth | Occupation |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

###### EDUCATION and TRAINING *Proof of qualifications will be required.*

SECONDARY EDUCATION (11 – 18 years)

*Give the last three if you have four or more*

|  |  |  |
| --- | --- | --- |
| School(s) attended: | School Name | Dates |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |
| A-levels, DP or equivalent: | Level and subject | Grade | Level and subject | Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

HIGHER EDUCATION - *including teacher training* ***(earliest first)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From month/year | To month/year | Universities/ Colleges attended – including part time  | Title and class ofdegree and gradeeg. BA (Hons) 2 (i) | Subject or course title |
|  |  |  |  |  |
|  |  |  |  |  |
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TEACHER TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| Age range: |  | Main Subject: |  |
|  |  |  |  |
|  |  | Subsidiary subject(s): |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Please specify subjects or year groups offered for teaching at Reigate Grammar School Vietnam and to what level? |  |  |  |

For Vietnam, it is expected that your Higher Education qualifications, including Teacher Training, match the teaching subject(s) to which you are applying.

EXTRA CURRICULAR PROVISION - What extra-curricular provision have you offered recently? (Please give details)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details of clubs, trips, events, teams etc | Frequency (eg. weekly, annually etc) | Participants (nos, age range, gender) | From | To |
| M | Y | M | Y |
|  |  |  |  |  |    |    |
|  |  |  |  |  |    |  |
|  |  |  |  |  |  |  |

IN-SERVICE TRAINING and CPD

|  |  |
| --- | --- |
| Please give details relevant to this post within the last three years  |  |
| Please give details of current priorities for future professional development  |  |

**EMPLOYMENT HISTORY**

PREVIOUS EMPLOYMENT - *including any temporary, unpaid and voluntary work experience* ***(earliest first)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From month/year | To month/year | Employer/Establishment | Job title, post(s) held, areas of responsibility, subject(s) taught  | Salary at leaving (include allowances) | Reason for leaving |
|  |  |  |  |  |  |
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Please attach any further employment history to this application form.

Please explain any gaps/periods not in employment since the end of full-time education:

|  |
| --- |
|  |

CURRENT EMPLOYMENT (if you are not employed as a teacher, please give details as appropriate)

|  |  |
| --- | --- |
| Name of Establishment:  | Employer (if different):  |
| Type of School\*  | Number on Roll:  | Age range:  |
| Post Held /Title:  | Date Appointed:  |
| Total Annual Salary (in USD):  | Full/Part-Time (if P/T show fraction of Full-Time, e.g. 1/2, 3/5):  |
| Grade /Responsibility/Leadership Allowance (if any):       | UK Upper Pay Spine position (if applicable):       |
| Main areas of additional responsibility (if any):  | Notice required/earliest possible start date: |
| In current post, subject(s) or age grade taught and to what level? | Pastoral roles in current post (if any): |

*\*eg. Independent, State Voluntary Aided, Girls/Boys, Grammar, International*

|  |  |
| --- | --- |
| Reason for leaving (if applicable): |  |

**SUPPORTING STATEMENT**

Please enclose a letter of application or supporting statement, explaining your interest in this post and why your qualifications, experience and personal qualities are relevant to this appointment.

###### REFERENCES

Give details of two people who have knowledge of you in a working/educational environment, paid or unpaid. The first reference should be your present or most recent employer. **If you are a teacher, it should be your current Headteacher**. Please note that the school reserves the right to contact any previous employer.

We would normally expect to approach your referees without further reference to you. As part of our Safer Recruitment processes, we will need to phone them to verify their reference and their connection to you.

Please confirm that you are happy to accept this? ☐Yes ☐No

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| Name: |  |  |
| Position: |  |  |
| Address: |  |  |
| Tel: |  |  |
| Email: |  |  |
| In what capacity does this person know you? |  |  |
| How long has this person known you? |  |  |

###### SAFEGUARDING AND CHILD PROTECTION

*Reigate Grammar School Vietnam is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Staff will be subject to rigorous checks and the interview process will include safeguarding and staff conduct. Applicants are required to declare any criminal convictions, barrings or cautions, or disciplinary proceedings related to young people.*

Have you ever been subject to any concerns, allegations or investigations

(either formal or informal) relating to safeguarding or child protection? ☐Yes ☐No

***If YES please include details on a separate sheet.***

###### CRIMINAL CONVICTIONS – UK REHABILITATION OF OFFENDERS ACT 1974

*Reigate Grammar School Vietnam is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

All applicants who are offered employment in posts involving access to children (whether teaching or support) will be subject to a criminal record check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that **you are required to declare any convictions or cautions which you may have, even if they would otherwise be regarded as ‘spent’, and any cautions or bind-overs and any prosecutions pending against you**. Failure to disclose this information could result in disciplinary action or dismissal. Any information will be treated in complete confidence.

Details of any convictions or cautions should be provided in a sealed envelope addressed to the Head of School, marked CONFIDENTIAL and enclosed with this application.

**DECLARATION BY THE APPLICANT**

I agree that any offer of employment by Reigate Grammar School Vietnam is subject to satisfactory evidence of the right to work in Vietnam, satisfactory identity, qualification, references, medical, prohibition checks and police clearance (where appropriate). All of these documents are required to be legalised and notarised in order to apply for a Work Permit prior to entry to Vietnam. Failure to provide the necessary documentation may result in a withdrawal of offer/employment.

I understand that Reigate Grammar School Vietnam will collect and process my personally identifiable information in accordance with the School Privacy Notice which I have received and read as part of the application process.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal.

**I confirm that:**

**☐ I do not have any criminal convictions or cautions.**

**☐ I am not on the Barred List or disqualified from working with children.**

**☐ I am not subject to sanctions imposed by a regulatory body, e.g. the UK General Teaching Council (GTC).**

|  |  |  |  |
| --- | --- | --- | --- |
| SIGNATURE\*: |       | DATE: |       |

*\*Please insert an image file if possible. If not, please leave blank as shortlisted candidates will be asked to sign the form at interview and send.*

Please return this form to:

The Head of Human Resources,

Reigate Grammar School Vietnam

hr@reigategrammar.edu.vn