

Office Use	
Application Received	
Shortlisted / Invited	
Interview Date	

EMPLOYMENT APPLICATION

Role applied for

Personal Details

Title Forename(s) Surname

Former name (including maiden name) Preferred name

Email address Mobile number

Home number Work number

Current address

Postcode Length of time at this address

If less than 5 years at current address, please list all previous addresses for the past 5 years, using an additional sheet if required

Previous address 1

Postcode 1 Length of time at this address

Previous address 2

Postcode 2 Length of time at this address

Previous address 3

Postcode 3 Length of time at this address

Previous address 4

Postcode 4 Length of time at this address

General

Do you hold a current full UK driving licence?

Yes ☐

No ☐

Do you have Qualified Teacher Status or an equivalent qualification?

Yes ☐

No ☐

QTS certificate number (if applicable)

Date obtained

Academic and Vocational Qualifications (Please provide details of all academic and vocational qualifications)

Award / Qualification	Awarding Body	Date Obtained	Grade (if applicable)

Professional Development

Long Courses attended during the last 3 years

Name of course (and award if gained)	Provider	Full-time/Part-time/Seconded	From	To

Short Courses attended during the last 3 years

Provider	Provider	Full-time/Part-time/Seconded	From	To

Additional Information

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant interests.
If there is insufficient space, please continue on a separate sheet if necessary, giving page number and heading title.

Further Education and Career History

Please provide full details of all positions held and of all training/further education, employment, self-employment, and unpaid work since leaving secondary education.

Please start with your current or most recent employer and in each case, the reason for leaving employment.

Please provide explanations for any periods not in employment, further education, or training.

If there is insufficient space, please continue on a separate sheet if necessary, giving page number and heading title.

Employer/Training Establishment (including dates, permanent or temporary and part-time or full-time details)	Position held and description of responsibilities (For teaching roles, include the subject(s) taught and at which level)	Reason for leaving/Reason for gap in employment and/or training history

Salary

Current / Last Salary (Basic Salary if relevant)		
Additions (Please indicate responsibility points, London Allowance, etc.)		
Total Salary		

Right to Work in the UK

Do you have the right to work in the UK?

Yes ☐

No ☐

If yes, please state on what basis:

British/Irish Citizen <input type="checkbox"/>	EU Settled Status <input type="checkbox"/>	Skilled Worker Visa <input type="checkbox"/>	Graduate Visa <input type="checkbox"/>	Youth Mobility Visa <input type="checkbox"/>	Other <input type="checkbox"/>
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If other, please provide full details

Time spent living and/or working overseas

Have you spent time living and/or working outside of the UK?

Yes ☐

No ☐

If yes, please provide details,
including countries and relevant
dates

Referees

Please provide at least two professional referees. One referee should be your current or most recent employer.

	Referee 1	Referee 2	Referee 3
Name			
Company			
Address			
Position			
Telephone			
Email			

Can referees be contacted prior to the interview?

Yes ☐

No ☐

Please confirm if you know any existing employee, volunteer, parent, pupil, or Board member at the School and if so, please provide full details of how you know them.

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Personal Statement

Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.

If there is insufficient space, please continue on a separate sheet if necessary, giving page number and heading title.

Vacancy Information

Should you be offered a role at the School, what date would you be available to start work?

Where did you first hear about this vacancy?

Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Privacy Notice for Job Applicants and Data Protection Policy.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks. It is an offence to seek employment in regulated activity if you are on a barred list.

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g., the General Teaching Council for England, or the Teaching Regulation Agency).

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature

Date

Please return your completed application form and Equal Opportunities Monitoring Form to: hr@eifaschool.com

EQUAL OPPORTUNITIES MONITORING FORM

This section of the form will be detached from your application and will be used solely for equality monitoring purposes. This form will be kept separately from your application.

EIFA International School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence and used as set out in the School's UK GDPR Job Applicant Privacy Notice and Data Protection Policy.

Please complete the form as you feel is most appropriate for you.

Position applied for: _____

White:

- ☐ British ☐ Any other white background*

Mixed:

- ☐ White and Black Caribbean ☐ White and Black African ☐ White and Asian
☐ Any other mixed background*

Black or Black British:

- ☐ Caribbean ☐ African ☐ Any other Black background*

Asian or Asian British:

- ☐ Indian ☐ Pakistani ☐ Bangladeshi
☐ Any other Asian background*

Chinese or other Ethnic Group:

- ☐ Chinese ☐ Other Ethnic Group*

*Please specify

Gender Please specify

Date of Birth

Do you consider yourself to have a disability:

☐ Yes ☐ No

If yes, please state nature of disability:

The Equality Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities”.

If you wish, you may disclose information about yourself in this section about your:

Religion:

Sexual orientation: