**A close up of a sign

Description automatically generatedAPPLICATION FORM**

*Please complete* ***ALL*** *sections. If a section is not applicable, then please put n/a in the space provided. Completed application forms should then be sent to* [*recruitment@britams.nl*](mailto:recruitment@britams.nl)*.*

|  |  |
| --- | --- |
| **Application for the post of** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECTION 1 – Personal details** | | | | |
| **Title(optional)**Mr, Mrs, Miss, Ms or other please specify | |  | | |
| **Surname** |  | **Forename(s)** |  | |
| **Preferred name** |  | **Telephone and/or mobile number** |  | |
| **Email address** |  | | | |
| **City or town of residence** |  | **Country of residence** |  | |
| **If you are not a European Citizen, do you require a work permit to work in the Netherlands? Yes or no** | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 2 – Details of your referees** *Please provide the names of two referees with direct knowledge of your professional work. One should be your present or most recent employer.* | | | |
| **First referee** |  | **Second referee** |  |
| **Job title** |  | **Job title** |  |
| **School / employer** |  | **School / employer** |  |
| **Address** |  | **Address** |  |
| **Telephone** |  | **Telephone** |  |
| **Email address** |  | **Email address** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION 3 – Details of your current employment** | | | | | |
| **Present job title** |  | | **Name of school / employer** | |  |
| **Date appointed to post** |  | | **Notice period required** | |  |
| **Full time / Part time** |  | | **Website** | |  |
| **If applicable, type of school and number on roll (primary / secondary etc)** | | | |  | |
| **Key responsibilities that you hold in your present post** | |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 4 – Details of previous employment**  *Please list in chronological order, starting with your most recent positions. Please explain any gaps in your employment history (this is required as part of our safer recruitment process).* | | | |
| **Post** | **Name and location of employer** | **Full time /**  **Part time** | **Dates**  mm/yy – mm/yy |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION 5 – Qualifications and education**  *Please record all your qualifications below in chronological order starting with your most recent university/ further education qualifications, then secondary education qualifications and grades.* | | |
| **University / college / secondary school details** | **Dates**  mm/yy – mm/yy | **Details of qualifications achieved and examinations passed including grades** |
|  |  |  |

|  |  |
| --- | --- |
| **SECTION 6 – Professional development / courses attended**  *Please give details of all the courses (in chronological order, starting with the most recent - including the month and year) that you have attended and that have lasted at least one full day.* | |
| **Details** | **Date**  mm/yy |
|  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION 7 – Additional information about your teaching qualification (if applicable)** | | |
| **Which age groups are you qualified to teach?** | **EYFS / KS1 / KS2 / KS3 / KS4 / Sixth Form** (delete as appropriate) | |
| **Have you completed your compulsory probation teaching period, if trained in the UK? Yes or no** | |  |

|  |  |  |
| --- | --- | --- |
| **SECTION 8 – Supporting statement (letter of application)**  Please include below a supporting statement of no more than two A4 pages, set out as a letter, detailing why you feel you are suitable for this position and what skills and experience you could bring to The British School of Amsterdam. Please ensure you address the areas identified in the person specification. The letter should be addressed to the Principal, Paul Morgan. | | |
|  | | |
| **SECTION 9 – Additional information** | | | |
| **Declaration of personal interests**  If you have family or close relationships with any existing employees or please record these here. | |  | |
| Where did you see the advertisement for this position? Please mark a cross in the relevant box(es). | School website  LinkedIn  TES  Other, please specify: | | |

|  |
| --- |
| **SECTION 10 – Privacy Policy** |
| At The British School of Amsterdam, we take your privacy seriously and will only use your personal information to administer your application for employment.  This privacy statement explains what personal data we collect from you and how we use it.  We encourage you to read the summaries below and if you would like more information on a topic please contact our Data Protection Officer on the email address given below.    **Personal data we collect**  We collect the following personal data relating to your employment application:   * Contact details (name, city/town and country of residence, email address, telephone and/or mobile number) * Employment history and referee details * Qualifications and education   **How we use personal data**  Your personal data will be used to process your employment application.    **How long we will hold personal data**  Unsuccessful candidate’s data will be held for a period of up to 90 days after the vacancy closing date, where upon it will permanently deleted or confidentially destroyed.    **Reasons we share personal data**\*  We will not normally share personal data with anyone else, but may do so where:   * There is an issue that puts the safety of our staff at risk. * We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this.     We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:   * The prevention or detection of crime and/or fraud. * The apprehension or prosecution of offenders. * In connection with legal proceedings. * Where the disclosure is required to satisfy our legal obligations.   \*We will only share data with any third party once a candidate has been offered and accepted employment at The British School of Amsterdam.    **How we protect your personal data**  Paper copies of your application will be held in secure locked cabinets with controlled access by named individuals. Electronic copies of application forms will be stored in a single location only viewable by the HR Manager and the members of the Senior Leadership Team who is part of the interview panel.    **How to access and control your personal data**  Individuals have a right to make a ‘subject access request’ to gain access to personal information that the company holds about them.  As a data controller, The British School of Amsterdam can be contacted via [datamanagement@britams.nl](mailto:datamanagement@britams.nl)for any queries regarding the processing of your personal data. |

|  |  |
| --- | --- |
| **SECTION 11 – Declaration and signature** | |
| The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. The offer of the role will be made subject to receipt of satisfactory references, proof of relevant qualifications, identification checks and other safeguarding checks, and an overseas check (where appropriate). Applicants can view our Safer Recruitment Policy that is available on the school’s website at www.britams.nl.  **By submitting this application, I declare that:**   * all the information provided in this application is honest and truthful, to the best of my ability. * I have no previous convictions, cautions, or bind-overs, no cases outstanding, and that I am not currently disqualified or restricted from working with children, or on any prohibition lists. * I have read the Privacy Policy in Section 10 and agree to my personal data, being held and utilised by the British School of Amsterdam for the purposes stated.   You will be required to sign this application form at the interview. If your interview is conducted remotely and you are offered a position you will be asked to sign this application form along with your employment contract. | |
| **Applicant’s signature** |  |
| **Date** |  |