

APPLICATION FORM FOR EMPLOYMENT

International School Seychelles (ISS) is required to carry out a number of pre-appointment checks which are detailed in the School's Recruitment Policy. The information you are being asked to provide in this form is required so that the School can comply with those recruitment obligations should your application be successful. In order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. Please note that the School may carry out online searches on applicants as part of the shortlisting exercise.

The Position

Position applied for	
Reason for applying for this position	
How did you hear about this position?	
Have you applied/worked at ISS previously?	Yes/No
If yes, please give details (i.e. job title and dates)	

Personal Details

Title	
Forenames	
Preferred Name	
Surname	
Former Name(s) (including maiden name)	
Date of Birth	
Nationality	
Address	
Postcode	
Country	
Length of time at address (months/years) (if less than 5 years, please provide previous addresses to complete the 5 year history. Please continue on a separate sheet, if necessary.)	

Previous address	
Postcode	
Country	
Length of time at address (months/years)	
Previous address	
Postcode	
Country	
Length of time at address (months/years)	
Phone Numbers	Home
	Work
	Mobile
Email address	
Have you read the School's Child Protection and Safeguarding Policy (available from http://iss.sc/policies/)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Eligibility to work in Seychelles

Do you have the legal right to work in Seychelles, i.e. are you eligible for employment in Seychelles?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are not a Seychelles passport holder, please provide details of your right to work in Seychelles.	

Other Relevant Training Courses attended

IT

Teaching applicants, please list IT methods/resources you use.

Ancillary applicants, please list key software products you are familiar with if applicable to the post.

Employment History

Please list below full details of your employment history starting with your **current** or **last** employer, working backwards to your first employer. If necessary, please continue on a separate sheet.

Name of employer (school/company)		
Dates of employment (month & year)	From	To
Current/final salary	£	
Notice period		
Position and main duties	
	
	
	
	
Reason for changing		

Previous Employment (since leaving secondary education)

Please continue on a separate sheet if necessary.

Name of employer (school/company)		
Dates of employment (month & year)	From	To
Position and main duties	
	
	
	
	
Reason for changing		

Name of employer (school/company)		
Dates of employment (month & year)	From	To
Position and main duties	
	
	
	
	
Reason for changing		

Name of employer (school/company)		
Dates of employment (month & year)	From	To
Position and main duties		
Reason for changing		

Name of employer (school/company)		
Dates of employment (month & year)	From	To
Position and main duties		
Reason for changing		

Gaps in work history

Please give details of any time not already accounted for (including voluntary work and unemployment)	

Availability

Please state when you would be able to take up employment if offered.	

Existing contacts with the school

Are you related, or do you maintain a close relationship with an existing employee, pupil, volunteer or Governor of ISS? If so, please provide details below.	

Are you a current or prospective parent of ISS? If so, please provide details below.	

Other Details

Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the school for the purposes of enriching its extra curricular activity.

Please provide evidence of how your skills and experience relate to the position, and how you meet the requirements and essential criteria for the position. This evidence should include examples where appropriate from your current or previous experience. Please answer fully as this information will be used to shortlist candidates for interview. Please use a plain A4 continuation sheet if necessary.

References

At least two references are required. One referee must be your current employer or, if you are currently not working, your last employer. Where applicants have worked in schools, the Head / Principal of those schools will be contacted. For students, one referee should be from your college. Any previous employer may be contacted where the post involved working with children. If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought. If you have previously worked overseas, the School may take up references from your overseas employers (please add these details to Referee 3 section). The School may telephone your referees in order to verify the reference they have provided. The School can only accept references from family members or friends where this is a last resort. If one of your referees is a family member/partner you must make this known to the School.

	Referee 1	Referee 2	Referee 3
Referee's Name			
Referee's Job Title			
School/ Company			
Address			
Post Code			
Country			
Tel. No			
Work e-mail address			
Relationship to Referee			

It is School policy to take up references prior to interview.

Please tick the boxes below if you **do not** wish us to contact your referees prior to interview.

Referee 1 Referee 2 Referee 3

I confirm that I am happy for ISS to approach the referees listed above (except for those ticked in the boxes above).

It is the School's policy to employ the best qualified personnel to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, nationality or ethnic origin, sex, sexual orientation, marital or civil partnership status, gender reassignment, religion or religious belief, disability or age.

ISS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will undergo child protection screening appropriate to the post including checks with past employers / Disclosure and Barring Services as well as criminal records checks.

A copy of the School's Recruitment and Child Protection & Safeguarding Policies are available for download from the School's website (www.iss.sc/policies/). Please take time to read them.

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 and that you make the relevant declarations, as stipulated below.

You should be aware that the School will institute its own checks on successful applicants, and any offer of appointment will be made conditional on obtaining such satisfactory checks.

- I confirm that I am not named on any Children's Barred List or otherwise disqualified from working with children.
- I confirm that I am not prohibited from carrying out 'teaching work'.
- I confirm that I am not prohibited from being involved in the management of an independent school (if applying for a management role or a role which involves line management of others).
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision (children under the age of 5) or later years provision (children under the age of eight).
- I confirm that I do not have a criminal history or have any information to disclose about criminal offences in any country.
- I declare that the information I have given in this Application Form is accurate and true to the best of my knowledge, and that I have not omitted any material facts which may have a bearing on my application. I understand that any subsequent contract of employment will be made on this basis.
- I understand that providing false or misleading information will result in my application being rejected or, if the false information comes to light after my appointment, disciplinary action or my dismissal. I understand that providing false information may amount to a criminal offence and may result in a referral to the police.

We will use the information you have shared above for recruitment purposes only. If you are appointed, the information will be securely retained on your staff file until 7 years after your employment has ceased. If you are not appointed, the form will be confidentially destroyed within 12 months.

By signing below, I consent to ISS processing and storing my data in accordance with General Data Protection Regulations.

Signed.....

Dated.....

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declarations above.

