



## ENGLISH INTERNATIONAL SCHOOL MOSCOW

Please complete the application form electronically in full. You might need to scan the signature page once signed. This application form is an essential part of our selection process and the information you give will help us to select candidates for interview.

**Please note we do not accept cv's unless accompanied by a completed application form.**

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

Please send a letter with your application form, along with other requested documents, addressed to Malcolm Phillips at English International School, Moscow East.

We recommend that this should be no more than two pages long, should relate directly to the specific role applied for and cover:

- your motivation for working in education
- what attracts you to the position,
- how you feel your experience, skills and personal qualities qualify you to take on the role,
- any other information you would like the selection panel to know

Note: Prior to interview a Social Media search will be carried out in all names known by current and previous. Please declare in your letter anything which you think might be found and be relevant to employment at the school.

Please email your completed application form and cover letter to [Principaleast@englishedmoscow.com](mailto:Principaleast@englishedmoscow.com)

<b>Post Applied For</b>	
<b>Where did you see the vacancy?</b>	

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

\*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:

<b>Academic &amp; Professional Qualifications</b>			
<b>Name &amp; Addresses of Schools/Colleges</b>	<b>From (Mth/Yr)</b>	<b>To (Mth/Yr)</b>	<b>Qualifications Obtained – please include A Level grades and class of degree and date of award</b>


**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

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**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**

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

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

<b>Job Title:</b>		<b>Start date</b>		<b>End date</b>	
<b>Address:</b>		<b>Main responsibilities:</b>			
<b>Responsible to:</b>		<b>Reason for Leaving</b>			

<b>Job Title:</b>		<b>Start date</b>		<b>End date</b>	
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<b>Address:</b>		<b>Main responsibilities:</b>	
<b>Responsible to:</b>		<b>Reason for Leaving</b>	

<b>Job Title:</b>		<b>Start date</b>		<b>End date</b>	
<b>Address:</b>		<b>Main responsibilities:</b>			
<b>Responsible to:</b>		<b>Reason for Leaving</b>			

<b>Job Title:</b>		<b>Start date</b>		<b>End date</b>	
<b>Address:</b>		<b>Main responsibilities:</b>			
<b>Responsible to:</b>		<b>Reason for Leaving</b>			

<b>Do you have any gaps in your employment history?</b> <i>(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)</i>	
<b>Yes / No</b> <i>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</i>	
<b>Explanation of any gaps in employment</b>	

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## 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 psychometric 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

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

## Equal opportunities

The English International School, Moscow East is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the School.

## Safer recruitment and the requirement for Enhanced Disclosure and Barring checks

As part of any employment offer being made, the English International School, Moscow East 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 appropriate professional 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.

**If available, please provide these as a single PDF file. A minimum of last country of employment will be required before any appointment can be made**

Please explain here if you cannot provide for all countries in which you have lived.

**Prior to any appointment, you will also need to provide at interview proof of address both in your last country of employment and your home country.**

### 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 NCTL / 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 appointment being made.**

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 The English International School, Moscow East 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.**

**Please ensure the following accompany this application: Scans of academic qualifications; Police Reports / Current DBS; Passport; proof of address in country currently employed; proof of address in home country.**

**Please attach your letter of no more than two sides of A4 font size no smaller than size 11**

**Application Form Checklist - Office Use Only**

### ***Pre Interview***

	<b>Date checked / by whom</b>	<b>Checked by</b>	<b>Application reviewed by</b>	<b>Date reviewed</b>
<b>Completed application form</b>				
<b>Cover Letter</b>				
<b>Shortlisted?</b>	Yes / No	Agreed by	Date informed of interview if shortlisted	Date attendance confirmed
<b>Scanned copies of academic degrees received</b>				
<b>Scanned copies of Police Checks / DBS supplied</b>				
<b>Scanned copy of passport</b>				
<b>Scanned proof of address in country last employed</b>				
<b>Scanned proof of address in home country</b>				
<b>Results of Social Media searches prior to interview</b>			Searched by	Checked by
<b>Issues arising needing to be discussed</b>				

### ***At interview***

<b>Original passport seen</b>	By	Checked by		
<b>Last country Police Check original seen</b>	By	Checked by		
<b>Previous country checks seen List countries below</b>	By	Checked by		
<b>Apostilled teaching qualifications seen</b>	By	Checked by		

<b>List below</b>				
<b>Social media issues needing to be discussed</b>			Candidates comments	

**Post Interview**

	<b>Date placed on file</b>	<b>Checked by</b>	<b>Date of phone verification</b>	<b>Who verified references?</b>
<b>Interview notes</b>				
<b>Reference 1</b>				
<b>Reference 2</b>				
<b>Reference 3</b>				
<b>DBS applied for</b>	Named Lead at school coordinating	Date DBS presented by applicant to school	Any relevant DBS information securely stored	Checked by
<b>Prohibition List check applied for</b>	Named Lead at school coordinating	Date received at school	Securely stored	Checked by
<b>Psychometric Assessment required? Yes / No</b>	Date of Assessment	BSP qualified Assessor used	Date report received	Filed in ISAMS by
<b>Verbal offer made?</b>	Yes	No	By whom / When	Confirmed by
<b>Accepted</b>	Yes	No		
<b>Offer letter sent</b>	Date sent	By whom	Checked by before sending	Date received and Filed by
<b>Contract sent</b>	Date sent	By whom	Checked by before sending	Date received and Filed by

<b>ISAMS HR requirements entered</b>	Date entered	Entered by	Checked by	
<b>Comments</b>				

**BLF / AE September 2017**  
**Next review September 2018**