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3080 Tervuren  
Belgium

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## BSB APPLICATION FORM

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| **How to complete this form.** Click on the grey shaded areas and start typing. Press the ‘tab’ button on your keyboard which will take you to the next item on the form. Thank you. |

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| ***Title of post applied for:*** | ***Closing date:*** |

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| 1. **PERSONAL DETAILS *(Please use black ink or type)*** | | | | | |
| **SURNAME:** | | | | **FIRST NAME(S):** | |
| **Preferred title**: **Mr Mrs Miss Ms Dr Other** | | | | **Previous surname(s**) *(if appropriate):* | |
| **Home address:** | | | | **Term-time address *(if appropriate*):** | |
| **Home telephone no:** | | | | **Work telephone no:** | |
| **Mobile telephone no.:** | | | | **E-mail address:** | |
| **Nationality:** | | | | **Do you require a work permit?**  YES  NO | |
| **Date of Birth:**  **(dd/mm/yyyy)** | | | | **Place of Birth:** | |
| 1. **PROFESSIONAL EXPERIENCE (in chronological order)** | | | | | |
| **Dates (dd/mm/yyyy)**  **From To** | | Title of post | **Full or part time; state in %** | **Name of employer** | **Main activities and responsibilities** |
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1. **EDUCATION**

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| --- | --- | --- | --- | --- | --- |
| **Dates (dd/mm/yyyy) From To** | | **University/College/School etc** | **Main subjects** | **Qualifications** | **Grade/Class** |
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*Certificates to prove degree qualifications should be brought to interview.*

1. **OTHER QUALIFICATIONS AND COURSES ATTENDED (in last four years)**

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| --- | --- | --- | --- |
| **Dates (dd/mm/yyyy) From To** | | **Education Centre or Institution** | **Course title and qualification** |
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1. **LANGUAGES (for proficiency level, please indicate Basic, Intermediate, Fluent or Mother tongue)**

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| --- | --- | --- | --- |
| **Language** | **Proficiency** | | |
| **Understanding** | **Speaking** | **Writing** |
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1. **COMPUTER SKILLS AND COMPETENCES**

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| **Skill** | **Proficiency** |
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1. **NAMES OF PEOPLE YOU KNOW AT BSB**

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| --- | --- |
| **Names** | **Relationship** |

1. **NAMES OF REFEREES**

|  |  |
| --- | --- |
| **Name** | **Name** |
| **Address** | **Address** |
| **Capacity/position** | **Capacity/position** |
| **Telephone Number** | **Telephone Number** |
| **e-mail** | **e-mail** |

1. **WORKING IN BELGIUM**

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| **Are you eligible to work in Belgium?**  YES  NO |
| **If you require a Visa/Work Permit please give details:** |

1. **Please write a motivation letter in support of your application, which must not exceed the space allowed on this form, describing relevant experience, skills, etc., and setting out your reasons for applying for this post.**

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**11. Appointments will only be confirmed to successful candidates when the following checks have been satisfactorily completed:**

* **Medical health check**
* **Criminal/Police check**

**If you have any information that is relevant to the above checks, please add this to your personal statement (section 11)**

**12. DECLARATION**

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| **I certify that my replies are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements or withhold any relevant information, this may result in subsequent dismissal or the withdrawal of any offer of appointment.** | |
| **Name:** | **Date:** |

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| *“The British School of Brussels is committed to safeguarding and promoting the welfare of children and young people and expects all staff & volunteers to share this commitment”* |