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## BSB APPLICATION FORM

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

|  |  |
| --- | --- |
| ***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**:  [ ] **Miss**  [ ] **Mr** [ ]  **Mrs** [ ] **Ms** [ ]  **Dr**      | **Previous surname(s**) *(if appropriate):*      |
| **Home address:**       | **Term-time address** *(if appropriate*):       |
| **Home telephone no:**       | **Mobile telephone no.:**  |
| **E-mail address:**  | **Nationality:**       |
| **Date and place of Birth:**      **(dd/mm/yyyy)** | **Do you require a** [**work permit**](http://www.werk.be/en/work-permits/work-permit-b/shortage-occupations/employment-new-eu-nationals)**?** [ ]  Yes [ ]  No  [ ]  Not sure |
| **Date most recent DBS/Police check:**      **(dd/mm/yyyy)** |
| 1. **PROFESSIONAL EXPERIENCE (in chronological order)**
 |
| **Dates (dd/mm/yyyy)** **From To** | Title of post | **% contract** | **Name of employer** | **Main activities and responsibilities** |
|       |       |       |    % |       |       |
|       |       |       |    % |       |       |
|       |       |       |    % |       |       |
|       |       |       |    % |       |       |
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|       |       |       |    % |       |       |
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|       |       |       |    % |       |       |

1. **EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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)**

|  |  |  |
| --- | --- | --- |
| **Dates (dd/mm/yyyy) From To** | **Education Centre or Institution** | **Course title and qualification** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

1. **LANGUAGES (for proficiency level, please indicate Basic, Intermediate, Fluent or Mother tongue)**

|  |  |
| --- | --- |
| **Language** | **Proficiency** |
| **Understanding** | **Speaking** | **Writing** |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |

1. **COMPUTER SKILLS**

|  |  |
| --- | --- |
| **Skill** | **Proficiency** |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

1. **NAMES OF PEOPLE YOU KNOW AT BSB**

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

1. **NAMES OF PROFESSIONAL REFEREES**

|  |  |  |
| --- | --- | --- |
| **Referee 1:**  | **Referee 2:**  | **Referee 3:**  |
| **Name**       | **Name**       | **Name**       |
| **Address**       | **Address**       | **Address**       |
| **Capacity/position**       | **Capacity/position**       | **Capacity/position**       |
| **Telephone Number**       | **Telephone Number**       | **Telephone Number**       |
| **e-mail**       | **e-mail**       | **e-mail**       |
| **Relationship:**       | **Relationship:**       | **Relationship:**       |

1. **Please write a letter in support of your application, which must not exceed the space allowed on this form, describing relevant experience, skills, ..., addressing the person specification and setting out your reasons for applying for this post. (max of 10,000 characters on two sides of A4)**

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|   |

1. **Appointments are subject to satisfactory DBS/Police checks and references.**

**If you have any information that is relevant to the above checks, please add this to your personal statement (section 9)**

1. **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”* |