## **BSB APPLICATION FORM – TEACHING STAFF**

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| **How to complete this form. C**lick 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. |

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

1. **PERSONAL DETAILS *(Please use black ink or type)***

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| **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 |
| **UK DfES No. or other:** | **Date most recent DBS/Police check:**  **(dd/mm/yyyy)** |

1. **CURRENT OR MOST RECENT POSITION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Address of School/Organisation** | **Type of school \* incl. No on roll** | **Title of post** | **Subject(s) and/ or**  **Year Group(s) taught** | **%**  **contract** |
|  |  |  |  | **%** |
| **Dates (dd/mm/yyyy)**  **From To** | | **Reason for leaving** | **Permanent**  **or Temp?** |
|  |  |  |  |

\* e.g. Independent / State / 1400 / Mixed

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| **If leadership post, outline current responsibilities – max 600 characters** |
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1. **PREVIOUS TEACHING EXPERIENCE (Most recent appointment first)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name & Location of School/Organisation**  **And Type of school\*** | **Title of post** | **Subject(s) and/or**  **Year Group(s) taught** | **%** | **Dates (dd/mm/yyyy)**  **From To** | | **Reason for leaving** |
|  |  |  | % |  |  |  |
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|  |  |  | % |  |  |  |

\*number & gender of students

1. **ADDITIONAL EXPERIENCE OUTSIDE TEACHING (Full or Part Time)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name & Location of School/Organisation** | **Nature of business** | **Position held** | **Responsibilities** | **%** | **Dates (dd/mm/yyyy)**  **From To** | |
|  |  |  |  | % |  |  |
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| **For safeguarding purposes, please give the reasons for any gaps between posts** |
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1. **HIGHER EDUCATION (including professional/teacher training)**

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

1. **HIGH SCHOOL qualifications (eg A levels, IB, Scottish Highers,…)**

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| --- | --- | --- | --- | --- | --- |
| **Name & Location of School/Organisation** | **Dates**  **(dd/mm/yyyy)** | | **Qualifications** | | |
| **From** | **To** | **Level** | **Subjects taken** | **Grades** |
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1. **OTHER QUALIFICATIONS AND COURSES ATTENDED in last four years – the most appropriate for the position - max 600 characters**

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1. **CPD, in addition to 7 above, in the last four years – appropriate to position applied for – max 600 characters**

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1. **INVOLVEMENT IN CO-CURRICULAR ACTIVITIES – max 600 characters**

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1. **LANGUAGES (for proficiency level, please indicate basic, intermediate, fluent or mother tongue)**

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| --- | --- | --- |
| **Language** | **Proficiency** | |
| **Oral** | **Written** |
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1. **DIGITAL LITERACY. Please list the main software/applications used and indicate level of proficiency.**

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| --- | --- |
| **Software/applications** | **Proficiency** |
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1. **NAMES OF PEOPLE YOU KNOW AT BSB**

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

1. **NAMES OF PROFESSIONAL REFEREES**

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| --- | --- | --- |
| **Referee 1: current or most recent headteacher** | **Referee 2: current or most recent line manager** | **Referee 3: headteacher from other school (*if applicable)*** |
| **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)**

*Please be aware that if you have a Microsoft version older than 2016, the area for your motivation letter below might be visually limited to one page. However, please note that the full text can be seen and read by the school. If you encounter this issue you might also wish to upload your motivation letter as a separate document with the application form on our website.*

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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 14)**

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”* |