**APPLICATION FORM**

Please insert

a recent colour photograph

### Romania as a member of the European Union has specific Work Visa requirements, which is why we ask for detailed information at this point of the application process.

Please email this completed form, with your CV, and a covering letter and copy of your passport to:
recruitment@ibsb.ro. All parts must be completed in English.

|  |
| --- |
| Position applying for: |
| Title (Mr/Ms etc.):  | First Name: | Surname: |
| Maiden Name (if applicable): | Gender: |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of birth: (dd, mm, yyyy)  | Age: | Nationality: | Place of birth: |
| Passport Number: | Date and Place of Issue:  | Expiry: |

|  |
| --- |
| Current Address: |
| Telephone No: | Mobile: | Home: | Work: |
| Email address: |
| Other contact number in case of difficulty in contacting you: |

|  |
| --- |
| Marital Status: **Married / single / divorced / separated / engaged** |
| Is your spouse applying for a position at IBSB? (if so, please provide details) |
| Passport Number: | Date and Place of Issue:  | Expiry: |
| No of dependants: | DOB/Age: |  |  |  |

|  |
| --- |
| **QUALIFICATIONS** |
| **Details of Teaching Qualification** |
| Institution | Date from | Date to | Subjects | Qualification |
|  |  |  |  |  |
|  |  |  |  |  |
| Main Subject and Levels taught (Senior School):Additional Subjects taught (Senior School):Years taught and subject speciality (Primary School): |

|  |  |
| --- | --- |
| Date qualified as teacher: | Qualified teacher reference number: |

|  |
| --- |
| **Details of Higher Education** |
| Institution(State full or part-time) | Date from | Date to | Subjects studied | Qualifications obtained  | Class of Degree |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Details of A Levels / equivalent qualifications obtained:** |
| School | Location | Date from | Date to | Subject and Grades attained |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **EMPLOYMENT HISTORY** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employer / Name of school** | **Country** | **Position held/ key responsibilities** | **FT / PT** | **Start Date**  | **End Date** | **No. on roll** | **Annual Net Pay** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |
| --- |
| Please explain any gaps in your employment history: |
|  |

|  |
| --- |
| Training courses attended in the last three years with dates: |
|  |

|  |
| --- |
| Please list any other skills or qualifications that may be relevant for the position you are applying for: (eg: IELTS, CELTA, DELTA, First Aid Training, etc.) |
|  |

|  |
| --- |
| Please describe your hobbies and interests. If applying for a teaching position, what extra-curricular activities you could offer:  |
|  |

|  |  |
| --- | --- |
| Do you hold a current driving licence? **yes / no** | Driving licence issued by which country? |

|  |
| --- |
| **HEALTH** |
| How many days have you taken off work through illness in the last 2 years? | Are you a **smoker / non-smoker** |
| Are you fully vaccinated against COVID 19? **Yes / No** | If yes, please state the name of the vaccine you have received: |
| Please give details of any serious illnesses, operations and medical conditions. (NB pre-existing conditions may be excluded from our private health care insurance.) |
|  |

**Visas**

Please complete in full and ensure that you have reviewed the guidelines on our website regarding employment requirements. The European Union has strict visa regulations for international hire positions.

|  |
| --- |
| Appointments to the International British School of Bucharest are subject to medical and police/ISA checks.  |
| Date of last DBS check or equivalent: |  |
| Are you or have you ever been prohibited from teaching? | **Yes / No** |
| Do you have any criminal convictions? | **Yes / No** |
| Do you have any criminal case against you pending? | **Yes / No** |
| If you answered YES to either of the above, please give details: |

|  |
| --- |
| Please indicate the best days/times to arrange an online interview: |

Please indicate if you are related to or know (socially/professionally) any members of staff currently working at IBSB: If yes, please name and state your relationship to the person.

|  |
| --- |
| Where did you hear about this job? Please select from the following: |
| ***IBSB Social Media:*** ☐ LinkedIn | ☐ TES Online  | ☐ Local Media |
| ☐ Twitter | ☐ Word of Mouth | ☐ Recruitment agent |
| ☐ Facebook  | ☐ COBIS website | ☐ Other – Please specify |
|  |   |  |

**References**

|  |
| --- |
| Please give the names of **three** professional referees (preferably not from the same school/organisation unless unavoidable. References must be sent via a school/company email address). Please note that all offers of employment by the International British School of Bucharest are subject to receiving a minimum of three satisfactory references from your previous employers (covering the last 5 years of employment minimum), one of which should be from your current Head Teacher / Principal. |
| Name | Position / Standing | School/ Country | Contact Details | May we contact prior to interview? |
| 1. |  |  | Tel:Email: | Yes / No |
| 2. |  |  | Tel:Email | Yes / No |
| 3. |  |  | Tel:Email | Yes / No |
|  |
| **Declaration**Please read carefully before signing |
| I declare that the information given in this form is true and accurate and I understand that any offer of employment which may be made to me by the International British School of Bucharest is subject to this declaration. |
| **Name / signature** | **Date** |

*Updated: August 2022*