

APPLICATION FORM

Please complete the following form as fully as possible. You may also attach your CV in addition to the completed application form. The information given on this form will be treated confidentially. Any offer of employment will be subject to satisfactory background checks and, where appropriate, documentary evidence showing your entitlement to work in Belgium.

POSITION APPLIED FOR:	
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1. PERSONAL DETAILS			
TITLE (DR/MR/MRS/MISS/MS)			
FIRST NAME:			
OTHER NAMES:			
SURNAME:			
PREVIOUS SURNAMES:			
CURRENT ADDRESS:			
POSTCODE:			
HOME TELEPHONE NO:		WORK TELEPHONE:	
MOBILE TELEPHONE NO:		EMAIL:	
SURNAME:			
DO YOU REQUIRE A SINGLE PERMIT TO WORK IN BELGIUM?			

2. OTHER INFORMATION	
ARE YOU RELATED TO ANY EMPLOYEE OF THE SCHOOL?	
IF YES, WHO?	
PLEASE STATE WHERE YOU SAW THIS POST ADVERTISED	

3. EDUCATION AND ACADEMIC QUALIFICATIONS

Starting with the most recent, please give details of secondary school, colleges and universities attended with examination dates, results and qualifications obtained. Evidence of qualifications will be requested.

SCHOOL/COLLEGE/ UNIVERSITY	FROM DD/MM/YY	TO DD/MM/YY	SUBJECTS, QUALIFICATIONS, GRADES, HONOURS

4. EMPLOYMENT

Please supply a full history in chronological order (with start and end dates) of all previous employment and/or activities since leaving secondary education.

EMPLOYER NAME & ADDRESS	JOB TITLE AND DESCRIPTION OF DUTIES	DATE FROM/TO DD/MM/YY	CURRENT OR FINAL SALARY AND REASON FOR LEAVING

5. GAPS IN EMPLOYMENT

If there are any gaps in your employment history, please give details and dates.

Empty text area for providing details of employment gaps.

6. PROFESSIONAL DEVELOPMENT

Please provide details of any courses you have attended that may be relevant to this application and indicate awards/qualifications/certifications earned.

COURSE TITLE	PROVIDER	DURATION	DATES	AWARDS (IF ANY)

7. SUITABILITY

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Using the person specification describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

8. INTERESTS

Please give details of any interests, hobbies or skills.

9. REFERENCES

Please supply the names and contact details of three people who we may contact for references. One of these must be your current/most recent employer. If the employer is a school, it is expected that in most cases the Head Teacher will be the referee. 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, references will not be accepted from relatives or from referees writing solely in the capacity of friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

1. NAME		2. NAME	
POSITION		POSITION	
ADDRESS		ADDRESS	
TEL NO.		TEL NO.	
EMAIL.		EMAIL.	
IN WHAT CAPACITY DO YOU KNOW THE ABOVE?		IN WHAT CAPACITY DO YOU KNOW THE ABOVE?	
MAY WE CONTACT PRIOR TO INTERVIEW?		MAY WE CONTACT PRIOR TO INTERVIEW?	
3. NAME			
POSITION		IF YOU WERE KNOWN TO EITHER OF YOUR REFEREES BY ANOTHER NAME, PLEASE GIVE DETAILS:	
ADDRESS			
TEL NO.			
EMAIL			
IN WHAT CAPACITY DO YOU KNOW THE ABOVE?			

10. INFORMATION ON DATA PROTECTION

Inspired Education Holdings Ltd. informs you that according to UK DPA (Data Protection Act) 2018 and the UK GDPR, the personal data provided and collected in this application form will be processed and automatically included in our files with the exclusive purpose of managing the personnel selection processes that are carried out. We rely on the lawful basis of legitimate interest.

By completing this application form, you are authorising the processing of your data for the purposes expressed above. Your data will be kept in our files for the term of 6 (six) months under the required security measures and for the indicated purpose, as well as to properly manage the application to the employment position for which you may be interested and /or for future selection processes that may be adjusted to your profile. Once the purpose has expired, your data will be safely deleted.

The applicant expressly and unequivocally consents to the personal data being transferred to third parties for the purposes of carrying out a safer recruitment process under the applicable legal and contractual measures or to other schools within Inspired that may be interested in your work profile. Said schools may be located in Belgium or outside of UE or in any other country, even in those that do not offer a level of protection comparable to our data protection regulations. In these cases, Inspired is fully committed to transfer you data under the appropriate safeguards.

Inspired guarantees the proper use of the information, and especially, the full confidentiality of the personal data contained in our files, as well as full compliance with the obligations regarding the protection of personal data.

In the event of any modification of your personal data, we ask you to notify us in writing with the sole purpose of keeping your job application or curriculum vitae duly updated.

Likewise, we inform you that you can exercise your data protection rights (access, rectification, object, erasure, or get information about other rights), or withdraw your consent at any time, by sending us a written request to the email addresses indicated in the header of this clause.

Finally, we will request from you information and contact details about your previous employers with the aim to get professional references. The applicant undertakes to provide said information with the prior written agreement of such employers, having informed them previously of the following:

- a) they will provide your personal information only for professional purposes;
- b) we will process such references exclusively for the aforementioned purposes;
- c) Inspired recognises to previous employers the exercise of their data protection rights, and they can exercise them by sending us a written request in the above indicated terms.

If you need more information about the processing of your personal data, you can request it by writing to the email account: recruitment@stjohns.be. You can also visit our website: <https://inspirededu.com/privacy-notice>.

11. DECLARATION

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Failure to declare any convictions may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

SIGNATURE _____ DATE _____

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed to be equivalent to submission of a signed version and will constitute confirmation of the declaration.

St John's International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer Recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Inspired Education are an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.