

Application for employment

 Send to RECRUITMENT@BS-GC.NET

 CONFIDENTIAL

**APPLICATION FORM - Support**

Complete all sections of this form in black ink or typeface to enable photocopying of the form.

Do not send your Curriculum Vitae (CV) or any Testimonials unless requested.

Please e-mail the completed form to recruitment@bs-gc.net

|  |  |
| --- | --- |
| **Job Applied** |       |

|  |
| --- |
| **PERSONAL DETAILS** |
| **Name** |       |
| **Surname** |       |
| **Birthdate (dd/mm/yy)** |       |
| **Home Address** |       |
| **Contact Address** |       |
| **Nationality** |       |
| **DNI or NIE Number** |       | **Passport Number** |       |
| **National Insurance No** |       |
| **Telephone (Home)** |       |
| **Telephone (Mobile)** |       |
| **Contact Email Address** |       |

|  |
| --- |
| **RELATIONSHIPS** |
| **Are you related to an employee or governor of the school?**  | Yes [ ]  No [ ]   |
| **If yes, please state relationship**       |

NOTE: Canvassing will lead to disqualification for appointment

|  |
| --- |
| **EDUCATION / QUALIFICATIONS add additional lines, if needed.** |
| **School/College/University****(incl. State – Country)** | **Qualification****From – To****(Month/Year)** | **Qualifications including Grades** | **Date awarded****(Month/Year)** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

|  |
| --- |
| **EMPLOYMENT/ WORK EXPERIENCE add additional lines, if needed.** |
| **Previous schools or other employers****(incl. State - Country)** | **Full time** | **Part time** | **Dates****(From - To)** | **Position held and responsibilities** |
|
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |
|       | [ ]  | [ ]  |       |       |

|  |
| --- |
| **REFERENCES** |
| **Please provide the names and contact details of at least two referees who can comment on your suitability for this position.  One should be your current or most recent employer.****References will be sought prior to interview; the references will ask your current/previous employer/tutor about any disciplinary offences relating to children.** |
|  | **CURRENT (MOST RECENT) EMPLOYER** | **PREVIOUS EMPLOYER** |
| **Please tick this box if you do not want this referee to be contacted prior to interview** | **[ ]**  | **[ ]**  |
| **Referee name** |       |       |
| **Job Title (if applicable)** |       |       |
| **Organisation** |       |       |
| **Address** |       |       |
| **Postcode** |       |       |
| **Telephone Number** |       |       |
| **Email Address** |       |       |
| **Capacity in which you know the referee** |       |       |
| **Is the referee your relative or partner YES [ ]  NO [ ]**  |

|  |
| --- |
| **DATA PROTECTION STATEMENT** |
| The Controller for the processing your data is C.E. BRITANICO DE LAS PALMAS. The purpose is management of the application to work in the center. The legitimacy for the use of your data is based on the consent of the interested party. No data will be transferred to third parties, except legal obligation. The data will be destroyed once you communicate your withdrawal and / or after the application process has ended. International data transfer or profile analysis will not be carried out. The individuals may exercise their rights of access, rectification, erasure, restrict processing and portability contacting with C.E. BRITANICO DE LAS PALMAS at the following address: Crta. Tafira to Marzagán s / n, El Sabinal, 35017 Las Palmas de G.C., LAS PALMAS. Likewise, you can file a claim with the Spanish Data Protection Agency if you consider that your rights have been violated. You can consult / request extended information about data protection in Crta. Tafira a Marzagán s / n, El Sabinal, 35017 Las Palmas de G.C., LAS PALMAS. E-mail: oficina@bs-gc.net  DPO’s e-mail: dpo@bs-gc.net.  |

|  |
| --- |
| **SELF – CERTIFICATION OF MEDICAL FITNESS FOR POST** |
| By checking the following box I confirm that there is no medical or health reason known to me why I cannot be employed at The British School of Gran Canaria in the position applied for. I am not aware of any medical reason that would prevent me from carrying out all professional duties related to my role **[ ]** .  |

|  |
| --- |
| **BSGC RECRUITMENT COMPLIANCE REQUIREMENTS** |
| The BSGC recruitment process must comply with British and Spanish laws and regulations, and as such requires that key documentation be received by the school before employment can commence. This documentation includes:* application form
* references
* background checks
* verification of identity and right to work in Spain
* self-certified medical fitness for work

If the school offers you employment or a voluntary position, you will not be allowed to commence work until all the required documentation is received.  Please help us to comply with this requirement by submitting your documentation promptly. By checking the following box, I confirm that I have read and understand this requirement **[ ]** . |

|  |
| --- |
| **DECLARATION** |
| **I declare that the information given in this application form is correct and complete.** |
| DATE |       |

NOTE: False statements or failure to disclosure any information requested in this application form may disqualify a candidate. Discovery after appointment may lead to dismissal or disciplinary action by the School Governors.