



| **Position Applied for:** |  |
| --- | --- |
| **Date of Application:** |  |

| **Please complete your details (All candidates)** |
| --- |
| **Title: (Mr, Mrs, Ms, etc.)** |  |
| **Full First Name:** |  |
| **Middle Name(s)** |  |
| **Surname:** |  |
| **All other names used or known by:** |  |
| **Place of Birth (City, Province and Country):** |  |
| **Passport Number / DNI or TIE:** |  |
| **Full Current Address:** |  |
| **Date Moved to this address:** |  |
| **Other address(es) used for correspondence (if different from current address):** |  |
| **Please provide addresses covering the last five years:** |  |
| **Email address:**  |  |
| **Telephone/Mobile Number:** |  |
| **Are you currently entitled to live and work in Spain?** ***You will be asked to produce documentation prior to your start date.*** |  |
| **Nationality:*****Please provide details if you hold dual nationality*** |  |
| **Former Nationality:*****(if applicable)*** |  |
| **Are you related to, or a close friend of, a member of staff, pupil at this school or an owner member of the organisation?** |  |
| **If yes, please state the name(s) of the person(s) and the relationship:** |  |
| **Have you lived or worked overseas for a period of three months or more in any one country in the past ten years?** |  |
| **If yes, please provide further details, including dates (mm/yy) and which countries you have lived in.** |  |

| **For Teaching Candidates Only** |
| --- |
| **Did you complete your teacher training outside of Spain?** | Yes / No*Delete as appropriate* |
| **Please provide details of the institution attended, including dates (mm/yy) and the country trained in.** |  |

| **For UK Qualified Teachers Only** |
| --- |
| **Do you have Qualified Teacher Status (QTS)?** | Yes / No*Delete as appropriate* |
| **For teachers holding QTS, state your Teacher Reference Number (TRN)** |  |
| **Have you completed your NQT Induction?** | Yes / No*Delete as appropriate* |
| **If yes, please provide the name of the local authority:**  |  |
| **Please note that Shackleton International School is not able to support teachers to complete their NQT year.**  |
| Please state your notice period: |  |

| **Education History (All candidates)****Starting with the most recent, give details of all colleges and universities attended – including secondary school(s).***Please insert more rows as necessary.* |
| --- |
| **From (mm/yy)** | **To (mm/yy)** | **Name and address of institution** | **Qualification and Grade Obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| **Employment History (All candidates)***Starting with your most recent or current employment, detail* ***all*** *employment history* ***since leaving school, including any paid or voluntary work****, there is overlap with periods of paid employment. Please copy and paste the relevant parts of the table if you need to add further work history – please delete excess rows if appropriate.*  |
| --- |
| **From (mm/yy)** | **To (mm/yy)** | **Name and full address of employer** |
|  |  |  |
| **Job Title:**  | **Reason for Leaving:** |
| **Summary of Roles and Responsibilities** |
|  |
| **From (mm/yy)** | **To (mm/yy)** | **Name and full address of employer** |
|  |  |  |
| **Job Title:**  | **Reason for Leaving:** |
| **Summary of Roles and Responsibilities** |
|  |
| **From (mm/yy)** | **To (mm/yy)** | **Name and full address of employer** |
|  |  |  |
| **Job Title:**  | **Reason for Leaving:** |
| **Summary of Roles and Responsibilities** |
|  |
| **From (mm/yy)** | **To (mm/yy)** | **Name and full address of employer** |
|  |  |  |
| **Job Title:**  | **Reason for Leaving:** |
| **Summary of Roles and Responsibilities** |
|  |
| **From (mm/yy)** | **To (mm/yy)** | **Name and full address of employer** |
|  |  |  |
| **Job Title:**  | **Reason for Leaving:** |
| **Summary of Roles and Responsibilities** |
|  |
| **From (mm/yy)** | **To (mm/yy)** | **Name and full address of employer** |
|  |  |  |
| **Job Title:**  | **Reason for Leaving:** |
| **Summary of Roles and Responsibilities** |
|  |
| **From (mm/yy)** | **To (mm/yy)** | **Name and full address of employer** |
|  |  |  |
| **Job Title:**  | **Reason for Leaving:** |
| **Summary of Roles and Responsibilities** |
|  |
| **From (mm/yy)** | **To (mm/yy)** | **Name and full address of employer** |
|  |  |  |
| **Job Title:**  | **Reason for Leaving:** |
| **Summary of Roles and Responsibilities** |
|  |
| **From (mm/yy)** | **To (mm/yy)** | **Name and full address of employer** |
|  |  |  |
| **Job Title:**  | **Reason for Leaving:** |
| **Summary of Roles and Responsibilities** |
|  |
| **From (mm/yy)** | **To (mm/yy)** | **Name and full address of employer** |
|  |  |  |
| **Job Title:**  | **Reason for Leaving:** |
| **Summary of Roles and Responsibilities** |
|  |

| **Gaps in Employment AND Education History (All candidates)***If necessary, provide details of any gaps in your employment and/or education history of three months or longer (e.g., travelling, raising children).* *Insert more rows if necessary.* |
| --- |
| **From (mm/yy)** | **To (mm/yy)** | **Reason** | **Location, including residential address** |
|  |  |  |  |

| **Recent Continued Professional Development (CPD) (All candidates)**Please provide details of any training courses you have attended and/or professional development you have undertaken which you feel would benefit you in this role.*Insert more rows if necessary or delete rows not needed.* |
| --- |
| **From (mm/yy)** | **To (mm/yy)** | **Name of Provider** | **Name of Course / Training** |
|  |  |  |  |
| **From (mm/yy)** | **To (mm/yy)** | **Name of Provider** | **Name of Course / Training** |
|  |  |  |  |
| **From (mm/yy)** | **To (mm/yy)** | **Name of Provider** | **Name of Course / Training** |
|  |  |  |  |
| **From (mm/yy)** | **To (mm/yy)** | **Name of Provider** | **Name of Course / Training** |
|  |  |  |  |

| **Personal Statement Guidelines (All candidates)** |
| --- |
| * All candidates are asked to write a personal statement that demonstrates their suitability for the role applied for.
* Please refer to the “Person Specification” and give examples from your practice as appropriate.
* The “Personal Statement” should be in font size 11 and not exceed the two sides of A4 marked by the table on the following two pages of this application form.
* Note that the “Personal Statement” must be tailored to Shackleton International School and reasons for applying to join our educational project. Generic personal statements are unlikely to lead to you being shortlisted.
 |

| **Personal Statement (All candidates)** |
| --- |
|  |

| **REFERENCES (All candidates)** |
| --- |
| **Name of Current / Most Recent Employer\*** | **Name of Second Referee\*** | **Name of Third Referee\*** |
|  |  |  |
| **Company / School Address** | **Company / School Address** | **Company / School Address** |
|  |  |  |
| **Company/School Email** | **Company/School Email** | **Company/School Email** |
|  |  |  |
| **Company/School Telephone** | **Company/School Telephone** | **Company/School Telephone** |
|  |  |  |
| **In what capacity do you know this person?** | **In what capacity do you know this person?** | **In what capacity do you know this person?** |
|  |  |  |
| **How long have you known this person?** | **How long have you known this person?** | **How long have you known this person?** |
|  |  |  |
| **In line with our policy, we may request a reference from this person during the recruitment process.** **Please indicate whether you agree to this referee being contacted during the recruitment process.**  | **Can this referee be contacted during the recruitment process or prior to interview?****Yes / No*****Delete as appropriate*** | **Can this referee be contacted during the recruitment process or prior to interview?****Yes / No*****Delete as appropriate*** |
| **Yes / No*****Delete as appropriate*** |
| **If “No”, please give a brief explanation of the reason why** |  |

**\**Please note that, in line with “Safer Recruitment for International Schools”, a reference WILL be sought from your last employer – whether they are named as a referee or not.***

**\**Please note that we are unable to accept references from friends or family members.***

| **DECLARATION** ***All candidates:*** |
| --- |
| **I certify that, to the best of my knowledge, the information in this application is factually correct. I understand that any false information or deliberate omission may, in the process of short-listing, be cause for rejecting my application. In the event of being offered and undertaking employment at Shackleton International School, any information later found to be false or deliberately omitted will result in dismissal.** **I acknowledge that undertaking verification of the information provided is necessary for Shackleton International School to determine my suitability at the college. I hereby authorise Shackleton International School to verify the information that I have provided and agree that any person who is contacted as part of the verification process can share information about me that is relevant to my application.** |
| **Signed** | **Date** |

| **CRIMINAL OFFENCES DECLARATION*****All candidates:*** |
| --- |
| Shackleton International School will carry out checks before any employment commences. Where a criminal offence is detected and it has not been as part of the application process, any offer of employment will be automatically retracted. The failure to declare any criminal offences arising during employment may lead to dismissal. Do you have any convictions, cautions, reprimands of final warnings related to an offence or offences? Please note, you must include those from the UK, Spain, or any other country in which you have worked. Yes / No*Delete as appropriate* |
| **Signed:** | **Date:** |
| **If “Yes”, please give details:**  |
|  |

| **Data Protection** |
| --- |
| This form has been designed to collect data for the specified, explicit, and legitimate purpose of selecting members of staff who are suitable for a role at Shackleton International School and suitable for working with children and young people. This reflects Article 13 and Article 14 of GDPR (2018). The legal and legislative framework supporting the use of this standard application form, based on Shackleton International School’s context, is:* *Ley Orgánica 8/2021 de 4 de junio, de protección integral a la infancia y la adolescencia frente a la violencia* (LOPIVI)
* Implications for accreditation as a British school overseas (NABSS Inspection Service (2019)
* England’s Department for Education *Standards for British Schools overseas* (DfE, 2016) and *Keeping Children Safe in Education* (DfE, September 2021)
* “Safer Recruitment for International Schools” accredited training EduCare® and Council of British International Schools (COBIS)

Please contact us if you wish to review a Recruitment Privacy Notice.  |