

St George's International School, Luxembourg

Employment Application Form

Personal Details			
Surname		First name(s)	
Title		Date of Birth	
Former Names/ Maiden Name		National Insurance Number (if applicable)	
DIES reference number (if applicable)		Do you have Qualified Teacher Status (QTS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you registered with the General Teaching Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Home Address (House, Street, County)			
Postcode		Country	
Home Phone		Mobile Phone	
Work Phone		Email address	
Do you need a work permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have permission/entitlement to work in the EU?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Present or Most Recent Employment Details			
Current Employment Status	<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Other	Name of current/most recent employer	
Address of current/most recent employer			
Job Title			
Start date of current/most recent employment		Leaving date or notice required	
Reason for leaving			
Please give a brief description of your current or most recent duties/responsibilities or attach a copy of your job description.			

Previous Employment Details

Employer Name and Address	Job Title and brief details of age range/subjects taken	Dates Employed		Reason for Leaving
		From	To	

Education and Other Training

Name of University/College/School	Dates Attended		Qualifications/Skills/Training Courses and Results (where appropriate – see also below)
	From	To	

Professional and Other Qualifications

Qualifications Obtained	Date	Awarding Body

Membership

Please give details of membership of any professional body to which you belong.	
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Skills, Abilities, Knowledge and Experience

Please briefly describe how your skills, abilities, knowledge and experience match those set out in the job description. This should include any relevant experience gained whilst undertaking previous jobs and from "other than paid" work such as at home, in the community or through voluntary/leisure/college activities.

Referees

Please give the name, address and other contact details of two people who can provide a reference for you. One must be your current or most recent employer.

If you are an applicant who is not currently working with children but has done so in the past, one referee must be the employer by whom you were most recently employed in work with children.

References cannot be accepted from relatives or from people writing solely in the capacity of friends. "Open references" cannot be accepted. We reserve the right to take up further references from any other previous employer.

Current/Most Recent Employer

Name			
Address			
Telephone		Mobile Telephone	
Email Address			

Other Referee

Name			
Address			
Telephone		Mobile Telephone	
Email Address			

Summative Declaration

I declare that to the best of my knowledge the information given in this form is true.

(Signature)

(Date)

Rehabilitation of Offenders Act 1974

Disclosure of any criminal background is required. Offers of employment will also be dependent on completion of satisfactory police checks. Disclosure of a criminal background will not necessarily bar you from any appointment.

Have you ever been convicted of a criminal offence? Yes No

If YES:

Offence: _____ Date of Offence: _____
Sentence: _____

St George's International School, Luxembourg ASBL is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note that, where appropriate, the successful applicant will be required to provide a CRB Disclosure at the appropriate level for the post.

Please note that if you have not been contacted 3 weeks after the closing date, you have not been successful in your application on this occasion.

Thank you for taking the time to complete this form and for your interest in St George's International School.

Data Protection Statement

In order to fulfil our educational, administrative and pastoral obligations, St George's International School Luxembourg ASBL holds and processes personal data about job applicants and its members of staff. This data is kept confidential and will be stored for the duration of their employment, or for as long as legal requirements dictate.

Who receives this data

The provision of this data is required in line with our mutual contract of employment, and is necessary for the fulfilment of this contract. The School does not share data with third parties except to service providers (e.g., payroll offices, the School's bank) unless disclosure is required to local authorities. Processing of data outside the EU on behalf of the School as data controller will only occur after a risk assessment has been conducted and suitable safeguards (such as standard contractual clauses approved by the European Commission) have been implemented. Where appropriate, the School will ask for your consent first.

Your rights

Members of staff have the right to access and rectify their personal data. Where data access requests concern an important volume of data, the School may, in accordance with applicable law, ask data subjects to specify the information or processing activities to which the request relates. In certain cases and subject to legal conditions, members of staff have the right to object to processing or ask for its limitation, or request the erasure or the portability of the data concerning them. In case of requests tending to the exercise of such rights, the School will first determine if the request is eligible against applicable criteria and inform data subjects of the status of their request. Data subjects also have the right to lodge a complaint with the local data protection authority (Commission Nationale pour la Protection des Données). For items where consent is needed, staff have the right to withdraw consent at any time. St George's does not make use of automated decision-making or profiling. Our Data Protection policies are available on the Staff Portal (staff.st-georges.lu). Our full Privacy Policy is available at www.st-georges.lu/privacy. Queries regarding data protection at St George's can be made to dataprotection@st-georges.lu to the attention of the Data Manager.