

# The American School in London

One Waverley Place, London, NW8 0NP

Tel: 020 7449 1309, Fax: 020 7449 1352

employment@asl.org

www.asl.org

## APPLICATION FOR EMPLOYMENT

**POSITIONS FOR WHICH YOU WISH TO BE CONSIDERED** (subject and/or grade level) in order of preference:

1.
2.
3.
Where did you see this position/these positions advertised?

### 1. PERSONAL DETAILS

<b>Surname</b>		<b>First Name(s)</b>	
<b>Previous Surname(s) (if applicable)</b>		<input type="checkbox"/> Male	<input type="checkbox"/> Female
<b>Current Address:</b>			
<b>Valid Until:</b>			
<b>Home Tel No:</b>		<b>Mobile Tel No:</b>	
<b>Work Tel No:</b>		<b>Email:</b>	
<b>Permanent/Summer Address:</b>			
<b>Tel No:</b>		<b>Email:</b>	
<b>Nationality:</b>			
<b>National Insurance No:</b>		<b>Social Security No:</b>	
<b>Do you currently have the right to work in the United Kingdom?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>If yes, on what basis?</b>			<b>Until:</b>

**Accompanying dependents (if applicable)**

<b>Full name of spouse/partner:</b>			
<b>Teaching experience (if applicable):</b>			
<b>Information about children:</b>			
<b>Name</b>	<b>Date of Birth</b>	<b>Grade Level</b>	<b>Admission to ASL requested?</b>
<b>Please identify any other dependents:</b>			

**2. EMPLOYMENT HISTORY AND TEACHING EXPERIENCE (list most recent first)**

**Total number of years teaching experience (not including student/substitute teaching) \_\_\_\_\_**

**Please provide details of your employment accounting for any breaks in your career.**

Dates (M/Y)	School/Employer and Full Address	Position	Full-time/Part-time %	Subject and/or Grade	Reason for leaving
<b>Certification Year (please specify state/country in which you are certified to teach)</b>					

**3. EDUCATION**

List educational institutions attended, including any in which you may now be enrolled; indicate major and minor fields of study.

Name and Location of Institution	Dates (M/Y)	Degree or Diploma	Major	Minor	Date received or expected

(Continue on a separate sheet if necessary.)

**4. PROFESSIONAL DEVELOPMENT**

List three or four of your recent and significant professional development activities, including dates.

Please provide details of memberships of any professional organizations, published articles, etc.

**5. STATEMENT OF YOUR EDUCATIONAL BELIEFS**

If not previously provided, please submit a statement of your educational beliefs and your reason for wanting to join The American School in London. Are there any comments that you would like to make about yourself as a candidate which would give the School further insight into your application? (Please attach a separate sheet.)

**6. SPECIAL INTERESTS**

Faculty at the American School in London are encouraged to participate in the life of the School. Please list any areas to which you could contribute (ie, activities you could sponsor/sports you could coach).

**7. REFERENCES** (at least two, one of which should be the current principal or supervisor. References will

be taken up after the initial interview stage and any offer of employment will be conditional upon satisfactory references being received.)

<b>Name:</b>	<b>Position:</b>
<b>Relationship to you:</b>	<b>How long have you known this person?:</b>
<b>Address:</b>	<b>Tel No:</b>
	<b>Fax No:</b>
	<b>Email:</b>

<b>Name:</b>	<b>Position:</b>
<b>Relationship to you:</b>	<b>How long have you known this person?:</b>
<b>Address:</b>	<b>Tel No:</b>
	<b>Fax No:</b>
	<b>Email:</b>

<b>Name:</b>	<b>Position:</b>
<b>Relationship to you:</b>	<b>How long have you known this person?:</b>
<b>Address:</b>	<b>Tel No:</b>
	<b>Fax No:</b>
	<b>Email:</b>

I declare that the statements made by me in this application, and any other supporting documentation I have submitted as part of my application, are true and that their accuracy shall be a condition of any contract of employment offered to me by The American School in London.

Signature of Applicant:

Date:

The information that you provide on this form will be held and processed in accordance with the principles of UK data protection legislation.

The American School in London is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. Because employment at the American School in London involves contact with children, you will be required to disclose details of any criminal record. Only relevant convictions will be taken into account, however failure to disclose information may result in an offer of employment being withdrawn. All successful applicants will be subject to a criminal record check (disclosure) to verify that they are not restricted from teaching and work involving regular contact with children or young people in schools.

Before an offer of employment can be confirmed successful applicants will be required to submit a declaration of health. The American School in London can offer advice on health services, medical insurance and treatment in the UK. Applicants should be aware that private health insurance may not be available in the UK for pre-existing medical conditions.

Any offer of employment is conditional upon the School receiving satisfactory references (as set out above), a satisfactory medical, and documentary evidence of eligibility to work in the UK.

**The American School in London is a non-denominational school and does not discriminate against any individual in any way on the basis of age, race, color, gender, disability, sexual orientation, religion or belief, nationality, ethnic or national origin in the administration of its recruitment, admissions and educational policies.**

# THE AMERICAN SCHOOL IN LONDON

## Declaration of Criminal Record

**NAME:**

**DATE OF BIRTH (dd/mm/yy):**

Because employment at The American School in London involves contact with children, you are required to disclose details of any criminal record. Only relevant convictions and information will be taken into account so disclosure need not necessarily be a bar to obtaining a position. However, failure to disclose information that later comes to our attention may result in an offer of employment being withdrawn.

If you prefer, you may return this form separately from your application materials marked '**confidential**' for the attention of the Head of School. Any information you disclose will not be discussed with the wider selection panel.

**Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?** (Note that the post you have applied for is excepted from the *Rehabilitation of Offenders Act 1974*, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.)

**Yes**    **No**

If yes, please give details of offences, penalties and dates.

**Are you aware of any police inquiries undertaken following allegations made against you which may have a bearing on your suitability for this post?**

**Yes**    **No**

If yes, please give details.

**I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I understand that an Enhanced Disclosure will also be sought.**

**The American School in London is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.**

Signature

Date:

The information that you provide on this form will be held and processed in accordance with the principles of UK data protection legislation.

If you have declared a criminal record and we believe this to have a bearing on the requirements of the post, we will discuss the matter with you. If we do not raise the record with you it is because we have taken the view that it should not be taken into account in deciding your suitability for the post.