



Application for Employment

Job Applied for:	
Title and Last Name/Family Name:	
Previous Last Name: (if applicable)	
First Name:	
Where did you see this post advertised?	

Safeguarding

The British International School, Al Khobar is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Please ensure that you complete **ALL** sections.

Your application will be treated in the strictest confidence.

Personal Details

Home Address	Address for communications (if different)

Telephone No. Home:		Alternative Telephone No:	
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May we contact you here? Yes No May we contact you here? Yes No

Email Address:	
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Do you intend to move alone, or do you have a family to relocate with you Yes No

If yes please give details, married/single

Children/Age of Children

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Do you have a current UK (or any other country) driving license (if applicable)? Yes No

Do you have any current endorsements? Yes No

If yes, please give brief details

Are you aware of any matter, which might call into question your integrity as an employee or bring you/or BISAK into disrepute?

Yes No

If yes, please give brief details.

Employment

NI Number TRN/QTS No

Present or most recent employment details.

Name and Address of Employer:

Job Title:		Salary:	
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Date started:		Date of leaving: (if applicable)	
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Primary duties and responsibilities: Please use a separate page if necessary

Qualifications Achieved from Secondary, Higher, and/or Further Education

Please use a separate page if necessary.

School/College/University attended	Qualifications (include GCSE/O levels, A levels or equivalent, NVQ's, work-based courses and any further education)	Grade & Year taken (if any)

Previous Employment

You must explain any gaps in your job history. Please use a separate page if necessary or attach a current CV. **Please give details of all employment.**

Name and full address of Employer	Dates	Job Held

Membership of Professional Organisations and Institutions

Name	Date achieved	Membership status	By examination (Yes/No)

Other Skills and Interests – including languages (spoken/written), computers, etc.

(Please include details of any public duties, community or voluntary work experience)

Please note, for jobs involving working with Children, there is a requirement on us as a School to determine whether the physical and mental fitness of persons appointed to such roles is at an appropriate level prior to any confirmation of appointment. KSA work visa requires all overseas appointments to undertake a full medical.



Referees

Give details of two people to whom you are not related and to whom a request for a reference can be made; one should be your current employer, or if you are currently unemployed, your last employer. In the case of university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers. **(They cannot be a friend or relative)**

	Reference 1	Reference 2	Reference 3
Name			
Relationship to you			
Address			
Email Address			
Tel. No			

Criminal Offences

Please be aware if you have any criminal convictions/warnings it is unlikely a visa application made by the school would be approved by the KSA authorities.

Have you ever been cautioned, convicted or received a Police Reprimand or Warning?

Yes No

If you have answered yes, please provide details in the box below:

Details of any relevant cautions or convictions:

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Reason for Application

Please give details of any experience or skills you feel demonstrate your suitability for this post. Please use a continuation sheet if you require it.

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I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proven to be inaccurate.

Signed:		Date:	
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If returning by email you must sign this document and return a scanned copy of this page. If you are offered a position at the school upon arrival, you will be asked to sign your submitted copy as this will form part of the school's contract.

Protecting your personal information

BISAK retains on file information (including health and equalities data) from this form and any attached documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with the data protection legislation in the UK.