

## EMPLOYMENT APPLICATION FORM

All applications must be made on this form and submitted by email to the school's H.R. Coordinator at [recruitment@ismonaco.com](mailto:recruitment@ismonaco.com). CVs/résumés on their own are not accepted, although it is recommended to add one below.

ISM is committed to safeguarding and promoting the welfare of all children, and we expect our staff to share this commitment. All successful applicants will be required to undergo relevant safeguarding checks before appointment is confirmed.

Receipt of this application will be acknowledged by email, but only applicants who are short-listed will be contacted further.

POST BEING APPLIED FOR \_\_\_\_\_

### PERSONAL DETAILS

Title (Mr./Mrs./Ms./Dr.) \_\_\_\_\_

First name(s) \_\_\_\_\_ Last/family name \_\_\_\_\_

Any previous names \_\_\_\_\_ Date of birth (DD/MM/YY) \_\_\_\_\_

Home postal address \_\_\_\_\_

Post code \_\_\_\_\_ Country \_\_\_\_\_

Email \_\_\_\_\_

Tel. \_\_\_\_\_ Skype address \_\_\_\_\_

Nationality \_\_\_\_\_

*If you are not from an EU country, is there any other reason to believe you would be eligible for a work permit? (e.g. marriage to an EU national) Please give details:*

\_\_\_\_\_  
\_\_\_\_\_

### EDUCATION AND QUALIFICATIONS

Secondary school(s) attended	
Name	Date (from MM/YY to MM/YY)
Secondary qualifications gained	

Universities or colleges attended	
Name	Date (from MM/YY to MM/YY)
Degree title and subject	
Class/Mention	
Teaching qualifications details	
Degree title	Date (MM/YY)

Other relevant qualifications	
Name/Degree title	Date (MM/YY)

### EMPLOYMENT HISTORY (MOST RECENT FIRST)

Name and address of organisation	Position and main responsibilities	Dates (from MM/YY to MM/YY)	Full/Part time

Please provide details of any gaps or any long absences in your education/employment history – e.g. gap year, parental leave, career break:

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## PROFESSIONAL DEVELOPMENT

Please provide details of professional courses attended in the past five years.

Course	Any award or qualification gained	Date (MM/YY)

## OTHER INTERESTS AND ACHIEVEMENTS

Please briefly indicate any other interests and achievements that you think may be relevant: \_\_\_\_\_

\_\_\_\_\_

## LANGUAGES

Please indicate your level of proficiency in:	Level
English	
French	
Other languages	

## REFEREES

Please give the names and contact details of three referees, one of whom must be your current or most recent employer as a teacher, who will be contacted when the short-list is being drawn up. This will include seeking information about suitability to work with children as well as any past disciplinary issues.

REFEREE 1
<i>*must be your current or most recent employer as a teacher</i>
Name (Mr. / Ms. etc.)
Job title

Postal address	
Email address (professional if one exists)	
Phone number (professional if one exists)	
Capacity in which (s)he knows you	Length of time (s)he has known you

REFEREE 2	
Name (Mr. / Ms. etc.)	
Job title	
Postal address	
Email address (professional if one exists)	
Phone number (professional if one exists)	
Capacity in which (s)he knows you	Length of time (s)he has known you

REFEREE 3	
Name (Mr. / Ms. etc.)	
Job title	
Postal address	
Email address (professional if one exists)	
Phone number (professional if one exists)	
Capacity in which (s)he knows you	Length of time (s)he has known you

Please give details of any family/close connections/relationships to current employees, Trustees, or students at ISM. \_\_\_\_

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How did you first learn of this vacancy? \_\_\_\_\_

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✓ **Please attach a copy of your CV/résumé (recommended).**

- ✓ Please attach a brief cover letter (*lettre de motivation*) outlining your motivation for applying and what you think you might bring to the post.
- ✓ Please return this completed form by email to the H.R. Coordinator at: [recruitment@ismonaco.com](mailto:recruitment@ismonaco.com)

*The International School of Monaco is one of a number of overseas sister schools of King's College School. Please tick below if you are happy for us to share your application with King's College School Wimbledon International and its international partners should suitable employment opportunities arise at its other overseas schools:*

## STATEMENT

### In submitting this application:

I confirm that I have no unspent criminal convictions, cautions, reprimands or warnings, and that there are no legal actions pending against me.

I confirm that the information contained on this form is complete and accurate and that I am not barred or disqualified from working with children, nor subject to any sanctions or conditions imposed by a regulatory body on my employment.

I understand that knowingly giving false information or omitting any relevant information could result in the withdrawal of any offer of employment, or dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

THE INTERNATIONAL SCHOOL OF MONACO  
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e-mail : [contact@ismonaco.com](mailto:contact@ismonaco.com)

*Association Monégasque à but non lucratif*