

**Application Form**

Please complete this form along with any other requested documents before the closing date to [head@haileyburymalta.com](mailto:head@haileyburymalta.com)

Please note that we do not accept speculative CVs.

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| The School is legally required to carry out a number of pre-appointment checks. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. Please note that in order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. | |
| Position applied for: |  |

| Section 1: Personal details | | | | | | |
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| Title:  Dr/Mr/Mrs/Miss/Ms | Forenames: | Surname: | | | | |
| Date of birth: | | Former name: | | | | |
| Preferred name: | | | | |
| Teacher registration number (if applicable): | |  | | | | |
| Address: | | Telephone number(s):  Home:  Work:  Mobile:  Email address: | | | | |
| Are you already eligible for employment in the EU? | | | Yes |  | No |  |
| Please provide details: | | | | | | |
| Do you have Qualified Teacher status? | | | Yes |  | No |  |
| Have you read the School's child protection policy? | | | Yes |  | No |  |

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| Section 2: Prohibition from teaching and disqualification from providing childcare |
| The School shall not employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:   * planning and preparing lessons and courses for pupils; * delivering lessons to pupils; * assessing the development, progress and attainment of pupils; and * reporting on the development, progress and attainment of pupils.   The School shall not employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'. For these purposes 'childcare' includes:   * all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and * provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day.   Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes.  The declaration at Section 13 of this Form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and/or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact the School.  The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. Successful applicants for 'childcare' roles will be required to complete a childcare disqualification self-declaration form.  In addition to various UK background checks, successful candidates will have to undergo Maltese background checks and, if applicable, supply criminal clearance (or equivalent) from their current or most recent country of residence. |

| Section 3: Education  Please start with most recent | | | | | | | |
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| Name of  school/college/university | Dates of attendance | | | Examinations | | | |
|  |  | | | Subject | Result | Date | Awarding body |
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| dd / mm / yy | | |  |  |  |  |
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| To: | | |  |  |  |  |
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| Section 4: Other vocational qualifications, skills or training  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | | | | | | |
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| Section 5: Employment | | | | | | |
| Current / most recent employer: |  | | | | | |
| Current / most recent employer's address: | | | | | | |
| Current / most recent job title: |  | | | | | |
| Date started: | Date employment ended (if applicable): | | Current salary / salary on leaving: | | | |
| Do you / did you receive any employee benefits? | | Yes | |  | No |  |
| If so, please provide details of these: | | | | | | |
| Reason for seeking other employment: | | | | | | |
| Please state when you would be available to take up employment if offered: | | | | | | |

| Section 6: Previous employment and / or activities (including voluntary work) since leaving secondary education  Please continue on a separate sheet if necessary | | | | | |
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| Dates | | | Name and address of employer | Position held and / or duties | Reason for leaving |
| From: | | |  |  |  |
| dd / mm / yy | | |
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| To: | | |
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| Section 7: Gaps in your employment  If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates. | | | | | |
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| Section 8: Interests  Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity. |
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| Section 9: Suitability  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any personal qualities, experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
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| Section 10: References  Please supply the names and contact details of two people who we may contact for references. One of these must be your current employer, or most recent employer if you are currently unemployed. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.  If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.  If you have previously worked overseas the School may take up references from your overseas employers.  The School shall also telephone your referees in order to verify the reference they have provided. | | | | | | | |
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| Referee 1 | | | | Referee 2 | | | |
| Name: | | | | Name: | | | |
| Organisation: | | | | Organisation: | | | |
| Address: | | | | Address: | | | |
| Telephone number:  Email address: | | | | Telephone number:  Email address: | | | |
| Occupation: | | | | Occupation: | | | |
| May we contact prior to Interview? | | | | May we contact prior to interview? | | | |
| Yes |  | No |  | Yes |  | No |  |
| Referee 3 | | | | Referee 4 | | | |
| Name: | | | | Name: | | | |
| Organisation: | | | | Organisation: | | | |
| Address: | | | | Address: | | | |
| Telephone number: | | | | Telephone number: | | | |
| Occupation: | | | | Occupation: | | | |
| May we contact prior to Interview? | | | | May we contact prior to interview? | | | |
| Yes |  | No |  | Yes |  | No |  |

| Section 11: Declaration | | |
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| * I confirm that I am not disqualified from working with children ⬜ * I confirm that I am not prohibited from carrying out 'teaching work' ⬜ (do not tick this box if the role for which you are applying does not involve 'teaching work') * I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight ⬜ (do not tick this box if the role for which you are applying does not involve the provision of 'childcare') * I confirm that the information I have given on this application form is true and correct to the best of my knowledge ⬜ * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence ⬜ | | |
| Signed: |  |  |
| Date: |  |  |
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