



# BRITISH SCHOOL OF BAHRAIN

## Employment Application Form

### Application details:

Position applied for:
Application date:
Is there a second role that you would like to be considered for, or a second subject that you could teach?
Do you know anyone working for the British School of Bahrain and/or Inspired Education Group? (Yes/No), if yes, please elaborate the details of your relations.

### Personal details:

Title ( <i>Mr, Mrs, Miss</i> ):	Full Name:
Previous name:	Passport Number:
Date of Birth:	Marital Status:
Nationality:	Other nationality (if any):
Is partner a potential employee?	Subjects taught by partner:
Number of dependent children	Ages of dependent children
Current residential/correspondence address: Address: Town: City: Postcode:	Permanent address: ( <i>if different from current residential address</i> )  Airport of origin (nearest major international airport):
Home Tel No: Work Tel No: Mobile Tel No:	Personal Email Address:  Work Email Address:

### Next of kin details (in case of emergency):

Name		Relationship	
Contact Number		Email ID	
Employer Name		Position	
Employer Address		Tel. Number	

### Dependent details:

Dependent Name	Date of Birth	Age	Relationship to Applicant

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### Education and qualifications:

School/Institute	Qualification (including any specialism and awards)	Subjects/s	Dates attended

### Please provide below details of any higher education:

University/college	Degree/course	Qualification	Years attended

### Professional/Teaching qualification details:

Subjects taught	
Curriculums taught	
Professional memberships	
Teacher training (PGCE, QTS, etc)	
Teacher reference number	
Continuing Professional Development	

### Work Experience:

#### Please provide below details of your employment experience

Start date (mm/yy)	End date (mm/yy)	Name of employer	Position	Work Location	Reason for Leaving

Gap(s) in employment history (Yes/No). If yes, please elaborate.

### Others:

Current Gross Salary (net of tax):		Expected Gross Salary (net of tax):	
Current Benefits:		Expected Benefits:	

Expected date of joining:	
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### Reference 1 – Should be your recent employer

Name	
Position	
Employer/Company	
Official Email ID	
Contact Number	

### Reference 2 – Should be your previous employer

Name	
Position	
Employer/Company	
Official Email ID	
Contact Number	

### Reference 3:

Name	
Position	
Employer/Company	
Official Email ID	
Contact Number	

### Criminal Records:

An offer of employment is conditional upon the School receiving a satisfactory Disclosure of convictions and good conduct. Any information disclosed will be handled in accordance with GDPR regulations.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Each case will be assessed fairly by reference to the School’s assessment procedure.

	Yes	No
Have you been convicted by the courts of any criminal offence?	_____	_____
Is there any relevant court action pending against you?	_____	_____
Have you ever received a caution, reprimand or final warning from the police?	_____	_____
Have you ever been the subject of an order, direction or similar in respect of childcare, including orders in respect of your own children?	_____	_____
To the best of your knowledge, do you live in the same household where another person who is disqualified lives (disqualification by association)?	_____	_____
Are you disqualified from caring for children?	_____	_____
Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	_____	_____

If you answer "YES" to any of the above, please provide on a separate sheet and send this marked "Confidential – FAO Human Resources Manager" with your Application Form.

### **Safeguarding:**

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, marital status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's Recruitment Policy is available on the school website.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

### **Declaration:**

I hereby affirm to the best of my knowledge and ability that all information stated herein are certified true and correct.

I confirm that I am not on either the ISA Children's Barred List or the ISA Vulnerable Adults Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.

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.

I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

I consent to the School making direct contact with all previous employers where I have worked with children or vulnerable adults to verify my reason for leaving that position.

I consent to the School making direct contact with the people specified as my referees to verify the reference.

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

### **Data Protection Clause**

The data collected in this form will be processed by British School of Bahrain as the data controller according to the Law No. 30 of 2018 with respect to Personal Data Protection ("PDPL") on July 12, 2018 for the purposes of managing your employment application. We will keep your data for the time necessary to comply with this purpose, once it expires, we will delete your data from our files. The basis for processing your data is your consent and our legitimate interest.

Your data will not be shared with any third party or transferred outside of Bahrain. You can exercise your right to request access, object, rectification, erasure, blocking or withdraw your consent at any time by sending a written request to our Data Protection Officer at: [dataprivacy@thebsbh.com](mailto:dataprivacy@thebsbh.com).

You can find more information about our privacy policy by visiting our website: <https://www.britishschoolbahrain.com/privacy-notice>