**Application Form**

**Position applied for:**

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| **Section 1 – Personal Details** | | | | | | | | | | |
| Title: | | Forename(s): | | | Surname: | | | | | |
| Date of birth: | | | | | Former name: | | | | | |
| Preferred name: | | | | | |
| Address: | | | | | Nationality: | | | | | |
| For foreign nationals, visa type if currently residing in Korea: | | | | | |
| Contact number:  Email address: | | | | | | | | | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of North London Collegiate School? If so, please provide details. | | | | | | | | | | |
| **Section 2 – Education Qualifications**  Please start with the most recent. | | | | | | | | | | |
| **Name of school/college/ university** | **Dates of attendance**  **mm/dd/yy – mm/dd/yy** | | | Subject | | Level | Result | | Date | Awarding body |
|  |  | | |  | |  |  | |  |  |
| **Section 3 – Any employment since leaving secondary education**  Please start with the most recent. | | | | | | | | | | |
| **Dates**  **mm/dd/yy – mm/dd/yy** | | | **Name and address of employer** | **Position held and/or duties** | | | | **Reason for leaving** | | |
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| **Section 4 – Qualification and Professional Development**  Please list any qualification related to the position, or professional development/courses you have undertaken, that are relevant to the post or that could contribute to school. | | | | | | | | | | |
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| **Section 5 – Criminal Records**  An offer of employment from the School’s operating company is conditional upon them receiving a national level background check which the School considers to be satisfactory (e.g., ICPC for the UK, FBI check for the US, etc.). The School will not employ anyone who is barred from working with children. If you are successful in your application, you will be required to complete the relevant background checks. A criminal record may automatically debar you from employment due to restrictions within the country. | | |
| Have you been convicted by the courts of any criminal offence?  Yes No  Have you received a conviction (or a caution, reprimand or final warning from the police) for any criminal offence?  Yes No  Have you ever been convicted of (or received a caution, reprimand or final warning from the police for) a drug-related offence?  Yes No  Is there any relevant court action pending against you?  Yes No | | |
| **Section 6 – References**  Please supply the names and contact details of two people who we may contact for references. One of these must be from your current or most recent employment. No referee should be a relative or someone known to you solely as a friend, and they must be someone to whom you report(ed) - not a peer colleague. References for successful candidates will be taken up prior to appointment and offers are subject to satisfactory references. | | |
| Name:  Position:  Working relationship to you:  Address of company:  Contact number(work):  Email(work): | Name:  Position:  Working relationship to you:  Address of company:  Contact number(work):  Email(work): | Where did you hear about this vacancy? |
| **Section 7 – Recruitment Policy** | | |
| North London Collegiate Schools are committed to providing the best possible care and education to all pupils and to safeguarding and promoting the welfare of children and young people. Each School's Safeguarding and Child Protection Policy are available to applicants on request, and available on the School’s website. | | |
| **Section 8 – Declaration and Agreement** | | |
| * **I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.** * **I confirm that I am not 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.**   **Personal Information Agreement**   |  |  |  | | --- | --- | --- | | **Collected Information** | **Purpose of Collection & Use** | **Period of Retention** | | Full name, date of birth, nationality, visa type | Identity check | Personal information is retained up to 14 days from when the successful candidate is announced. Original documents submitted will be returned to those who request it. Personal information of a hired employee is retained for HR management and up to 3 years from resignation. | | Address, contact number, email address | Candidate communication | | Education and professional qualifications, employment history, referee details | Recruitment process | | **Agree  Disagree**  ※ If you disagree on personal information collection and use, your application will not be processed. | | |  * **I consent for my private information, protected by Personal Information Protection Laws of Korea, to be collected and used for the NLCS Jeju recruitment and selection process.** * **I consent to the School making direct contact with the people specified as my referees to verify the references prior to appointment.**   Signature ………………………………………………………………. Date ……………………….. | | |