

ICS Milan APPLICATION FORM

Please complete this form and email to: Recruitment@icsmilan.com

Globeducate Schools have a commitment to safeguarding and promoting the welfare of children and young people. All appointments are subject to references satisfactory to the school, Enhanced DBS check, overseas criminal records and Prohibition Check. During interviews, candidates will be asked to talk through their application forms including periods when they were not working.

DATE OF APPLICATION		POST APPLIED FOR	
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NAME		CURRENT ADDRESS:
PHONE		
EMAIL		
NATIONALITY		
Passport (s) eg UK, EU		
ID NUMBER		
IS YOUR ENHANCED DBS* REGISTERED ON UPDATE SERVICE?		<i>YES / NO / I DO NOT HAVE DBS</i>
ANY FORMER USED NAMES/ ALIASES		
TEACHER REFERENCE NUMBER		

*Disclosure and Barring Service (DBS) is a criminal record check in the UK <https://www.gov.uk/dbs-update-service>

CAREER HISTORY

Please give details of your career history below, starting with your current/most recent post – please account for any gaps in work history (copy and paste as many boxes as you require). Please include any period of **post-secondary education** including part-time and voluntary work.

DATES	EMPLOYER NAME & ADDRESS	JOB TITLE, DUTIES, ACTIVITIES, RESPONSIBILITIES
REASON FOR SEEKING OTHER EMPLOYMENT		

DATES	EMPLOYER NAME & ADDRESS	JOB TITLE, DUTIES, ACTIVITIES, RESPONSIBILITIES
REASON FOR LEAVING		

DATES	EMPLOYER NAME & ADDRESS	JOB TITLE, DUTIES, ACTIVITIES, RESPONSIBILITIES
REASON FOR LEAVING		

DATES	EMPLOYER NAME & ADDRESS	JOB TITLE, DUTIES, ACTIVITIES, RESPONSIBILITIES
REASON FOR LEAVING		

DATES	EMPLOYER NAME & ADDRESS	JOB TITLE, DUTIES, ACTIVITIES, RESPONSIBILITIES
REASON FOR LEAVING		

CAREER HISTORY (CONTINUED)

If there are any gaps in the dates recorded on the application form, please give details to account for those gaps here.

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ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Please give details of your post-school academic and professional qualifications.

DATES	INSTITUTION NAME	QUALIFICATION(S)

Please note that original certificates must be presented at interview

OTHER QUALIFICATIONS

Please give details of any other relevant qualifications (First Aid, Sports, Coaching etc.).

DATES	INSTITUTION NAME	QUALIFICATION(S)

PERSONAL STATEMENT

This is your opportunity to state your motivations for applying for this post, your suitability for the role, how your skills match the job specification etc.

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INTERESTS

What are your interests outside of work?

CHILD PROTECTION

Do you have any allegations or convictions in relation to child protection matters? If yes, please provide details.

Do you know of any other matters not covered above relating to you and/or your background, which might cause your reliability or suitability to be called into question regarding employment with ICS Ltd and working with children and/or vulnerable adults?

REFEREES

Please provide two professional referees. The first referees must be a Headteacher if you are working/have worked in a school.

	REFEREE 1 (CURRENT OR MOST RECENT EMPLOYER)	REFEREE 2
NAME		
POSITION		
ORGANISATION		
TELEPHONE		
WORK EMAIL		

CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS) – Applicants working in the UK.

If you are appointed, you will be required to complete an Enhanced disclosure application that will be sent to the DBS. Enhanced DBS certificates will include all convictions for specified offences, adult cautions for specified offences and all convictions that resulted in a custodial sentence no matter when they were received. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that when applying for certain jobs and activities certain convictions and cautions are considered "protected." This means that they do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice Website and on the websites of charities NACRO and UNLOCK.

Please delete below as appropriate:

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? **Yes/ No**

Do you have any adult cautions [simple or conditional] or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [amendment] [England and Wales] Order 2020? **Yes/No**

FAMILY/ CLOSE RELATION

Are you acquainted with, or related to, anyone working at the school?

Yes/ No

If yes, please give the name (s) and state in what capacity you know them, below.

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ENTITLEMENT TO WORK

The school requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in Italy .Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in EU or declare the need for a working visa.

DECLARATION

I confirm that the information provided in this form is correct to the best of my knowledge, and understand that providing false information on this application form is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

I understand that an offer of appointment will be subject to satisfactory references, Enhanced DBS clearance, overseas criminal records, Prohibition check, proof of identity and right to live and work in Portugal, medical checks and relevant qualifications.

I give consent for personal information provided as part of this application to be held in accordance with the European Data Protection Regulation.

SIGNATURE/ PRINT NAME		DATE	
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