



The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. 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.

This school recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality and opportunity. The school will not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

APPLICATION FORM FOR A TEACHING POST

Office use only	Received by:	Date:	Time:
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APPLICANT'S PERSONAL DETAILS		
Name	Passport number and ID number if applicable	
Correspondence Address	Mobile Phone No	
	Landline No	
	E-mail Address <i>(please print clearly if completing in handwritten format)</i>	
QUALIFICATION TO TEACH		

Qualification(s)	Awarding University, College or Institute	Final results received: Day/Month/Year

TEACHING COUNCIL REGISTRATION

Registration Number _____

Registered under Regulation (please tick as appropriate):

Primary

Secondary

Have you completed your NQT Yes No

Do you have QTS?

DETAILS OF ACADEMIC QUALIFICATIONS – MOST RECENT FIRST

INCLUDE UNDER-GRADUATE & POST-GRADUATE QUALIFICATIONS. PLEASE INCLUDE ANY QUALIFICATIONS IN SPECIAL EDUCATION, IF APPLICABLE. THE SUCCESSFUL CANDIDATE WILL BE ASKED TO PRESENT ORIGINAL DOCUMENTS.

Qualification & Grade	Awarding University, College or Institute	Length of Course	Final results received: Day/Month/Year

TEACHING EXPERIENCE — MOST RECENT FIRST (IF NECESSARY EXPAND THE SECTION OR USE ADDITIONAL PAGES IF COMPLETING IN HANDWRITTEN FORMAT).
 *IF NEWLY QUALIFIED, PLEASE GO TO NEXT PAGE

School Name & Address	Date(s) of service in the school	Position(s) held	Dates in each Position
			From: To:
			From: To:
			From: To:
			From: To:
			From: To:

POST(S) OF RESPONSIBILITY HELD (IF ANY) — MOST RECENT FIRST

School Name	Address	Position(s) held	Dates
			From: To:
			From: To:

School Name	Address	Class taught	Dates	Grade
			From: To:	
			From: To:	

			From:	
			To:	
			From:	
			To:	

ADDITIONAL QUALIFICATIONS E.G. ICT CERTIFICATES (IF APPLICABLE)		
College(s)	Qualification and Year	Modules Studied

OTHER RELEVANT, NON-ACCREDITED COURSES – MOST RECENT FIRST

AREAS OF SPECIAL INTEREST – CURRICULAR/OTHER	
Area	Expertise/Experience/Specialism undertaken in College

OTHER RELEVANT EMPLOYMENT EXPERIENCE – MOST RECENT FIRST

Employer/Project	Position	Duties	Dates	Grade
			From: To:	
			From: To:	
			From: To:	

**PLEASE INDICATE HOW YOU THINK YOUR EXPERIENCE/SKILL(S) CAN ASSIST TO THE SCHOOL
NOT MORE THAN 150 WORDS**

**PLEASE INDICATE HOW YOU THINK YOU CAN CONTRIBUTE TO THE ETHOS AND SUCCESS OF THIS SCHOOL
NOT MORE THAN 150 WORDS**

PLEASE INDICATE ANY CONVICTIONS OR CAUTIONS.

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NAMES & CONTACT DETAILS OF REFEREES*			
Referee 1		Referee 2	
Name		Name	
Role		Role	
Address		Address	
Work Tel Number		Work Tel Number	
Home Tel Number		Home Tel Number	
Mobile No		Mobile No	
Referee 3		Referee 4	
Name		Name	
Role		Role	
Address		Address	
Work Tel Number		Work Tel Number	
Home Tel Number		Home Tel Number	
Mobile No		Mobile No	

***Please Note:**

1. Only those referees who know you in a professional capacity should be included. At least *two names should be provided.
2. Close relatives and friends **should not** be listed as referees.
3. As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers (preferably mobile numbers) outside of working hours, are given.
4. If the current employer (*where applicable*) is not named as a referee, the Selection Board reserves the right to seek a reference from the current employer.
5. The Selection Board in its sole discretion will determine the suitability of any reference. The Selection Board further reserves the right to seek from a candidate the names of additional referees.

I hereby declare that all the particulars furnished on this application form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation.

I also declare that I am not barred from working with any vulnerable groups.

Signature _____

Date _____

Please email this application to info@bstenerife.com

Please complete the Data Protection form below.

ADDITIONAL INFORMATION REGARDING DATA PROTECTION
JOB APPLICANT

DATA PROTECTION: In accordance with the provisions of Regulation EU 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), we inform you of the following:

1. **Responsible of Data Treatment**: BRITISH SCHOOL OF TENERIFE.
CIF: G-38029419.
Address: Carretera de La Luz, S/N, 38300, La Orotava, Santa Cruz de Tenerife, España.
Telephone: 922.345.450.
Email address: info@bstenerife.com.

Delegate of Data Protection: AFONSO & GONZALEZ ASESORES, S.L.
 - Telephone: 922.222.930
 - Email address: dpd@bstenerife.com.
2. **Purpose**: Involve you in the selection process carried out by the BRITISH SCHOOL OF TENERIFE in view of vacancies or newly created jobs that arise, the search for employment and / or access to jobs.
3. **Legitimation**: Your explicit consent. Personal data, including data relating to criminal records of a sexual nature, have been obtained directly from you as the data subject.
4. **Recipients of Transfers and International Data Transfer**: Not performed.
5. **Conservation Deadlines**: The personal data provided, in the event that you are not hired, will be kept for the period of ONE YEAR. After this period the personal data will be deleted with appropriate security measures to ensure the total destruction of them.
6. **Rights**: You can exercise the rights of access, rectification, suppression, limitation, portability and opposition, by writing, enclosing a photocopy of your National Identity Card or any other identity

document to the postal or electronic address indicated in point 1. You may withdraw your consent at any time without affecting the lawfulness of prior processing, as well as submit a claim, if you believe that we treat your data inappropriately, to BRITISH SCHOOL OF TENERIFE or, in the case of Spain, to the Spanish Data Protection Agency (AEPD), through its website www.aepd.es.

7. Additional Information: BRITISH SCHOOL OF TENERIFE acknowledges that it is obliged to maintain the professional secrecy of all information concerning the data and to store it with due confidentiality and to use it for the sole and specific purposes for which it was provided. BRITISH SCHOOL OF TENERIFE shall take appropriate technical and organisational measures against unauthorised access to or unlawful processing of personal data and against the accidental loss or destruction of personal data. The information will be treated confidentially, privileged and only by persons who, as authorised users of BRITISH SCHOOL OF TENERIFE, have access to the personal data; any disclosure, distribution or reproduction of the information processed is strictly prohibited.

When communicating third party data to us, you will be solely responsible and must inform them beforehand of the content of the data provided, the origin thereof, the existence and purpose of the processing, the recipients of said information, the possibility of exercising the rights provided for in Articles 15 to 22 of Regulation (EU) 2016/679 and the identifying data of BRITISH SCHOOL OF TENERIFE. In this sense, BRITISH SCHOOL OF TENERIFE shall be exempt from any present or future liability in the event of any claim that may arise from your failure to comply with the foregoing points.

In, 201....

Name and Surname: _____

Identity Doc: _____

Signed:

To be reviewed January 2020