



# Application form

Myanmar International School of Yangon (MISY) is committed to safeguarding; promoting the health, wellbeing and safety of our students. We expect all staff and visitors to share this commitment.

## VACANCY INFORMATION

Application for the post of:

What date are you available to begin a new post?

Where did you first hear about this job?

## EQUAL OPPORTUNITIES STATEMENT

Myanmar International School Yangon welcomes applications for all posts from appropriately qualified persons regardless of nationality, age, disability, gender, ethnicity, marital status, sexual orientation, race, religion or belief.

## CHILD PROTECTION STATEMENT

Successful appointments will be subject to satisfactory references and verification of qualifications. The Myanmar International School of Yangon is committed to safeguarding the welfare of children, and applicants must be willing to undergo child protection screening including checks with previous employers and national/international disclosure services.

## CRIMINAL CONVICTIONS STATEMENT

*I confirm that I have not been convicted of any criminal offences or been involved in any disciplinary proceedings that have led to me being barred from working with school aged children.*

## SIGN AND DATE

Name (please print):

Sign:

Date:

## 1. Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full.

CVs may be submitted in addition to the completed application form

## 2. Personal details

PERSONAL DETAILS	
First name	
Surname	
Preferred title	
Previous surnames	
If you prefer to be called by a name other than the one listed above, please specify	

CONTACT DETAILS	
Address	
Postcode	
Home phone	
Mobile phone	
Email address	
Skype address	

## DISABILITY AND ACCESSIBILITY

MISY has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

## RELATIONSHIP TO THE SCHOOL

Please list any personal relationships that exist between you and any of the following members of the school community:

- Staff
- Students
- The Board of Directors

If you have a relationship with a member of the Board of Directors or employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at School

### 3. Employment history

CURRENT EMPLOYMENT DETAILS							
Job title	Employer details (name, address, email and/or telephone)	Dates employed	Age range taught	Permanent or temporary	Part-time or full-time	Salary (Inc. allowances )	Description of responsibilities

PREVIOUS EMPLOYMENT				
Please provide details of all previous employment. List the most recent employment first.				
Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving

## 4. Education and training

### EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary/High school onwards.

You'll be required to produce evidence of qualifications.

<b>Dates attended (month and year)</b>	<b>Name and location of school/college/university</b>	<b>Qualifications gained (including grades)</b>

### TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken that are relevant to your application

<b>Course dates</b>	<b>Length of course</b>	<b>Course title</b>	<b>Qualification obtained</b>	<b>Course provider</b>

### TEACHER STATUS

<b>Teacher reference number (if applicable)</b>	
<b>Qualified Teacher Status (QTS) certificate number (where applicable)</b>	
<b>Date of qualification as a teacher</b>	

<b>Are you subject to a teacher prohibition order or have you ever been barred from teaching?</b>	
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### **ADDITIONAL INFORMATION**

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

## **5. Letter of application**

Please attach an accompanying letter explaining why you're applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Please include your surname and the title of the post you're applying for as the file name for the attachment.

## 6. References

Please give the names of two people who are able to comment on your suitability for this post. One must be your current or last employer. If you've not previously been employed, please provide details of another suitable referee.

The school reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

NAME	RELATIONSHIP TO YOU	ADDRESS AND POST CODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

If either of your referees knows you by a different name, please state:

If you don't wish us to contact your referees without your prior agreement, please tick this box