

Thank you for your interest in working at ELA Basel. Please note to be considered for this role, you must complete all sections of the application form, including the Child Safeguarding Declaration.

Completed application forms, letter of application and a passport style photograph should be emailed to jobs@ela-basel.ch

POSITION

Vacancy applied for:	
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PERSONAL DETAILS

Title	
Surname or family name	
All previous surnames	
All forenames	
Current Address <i>Please provide documentary proof in the form of a recent utility bill</i>	
Resident at this address since	
Home telephone number (incl. country code)	
Mobile telephone number (incl. country code)	
Email address	
Date of birth	
Nationality	
Are you fluent in English?	Yes No
Other languages spoken (Strongest first)	
Please confirm your legal right to live and work in Switzerland <i>Please provide documentary evidence in the form of a scan of your passport/permit</i>	Yes No If YES please provide the following details of your permit/passport Country: Number: Valid until:

CURRENT EMPLOYMENT

Name and address of employer	
Name/email address of current line manager	
Job title (include year groups taught)	
Work percentage	
Date appointed to current post	
Current salary/other financial benefits	
Type of Organisation (School, Kindergarten, Child Care Centre, Private Nanny etc.)	
Do you intend to keep your current job or any other employment while working for ELA Basel?	Yes No If YES: please note that ELA Basel might not be able to offer you a contract

FULL CHRONOLOGICAL HISTORY Please provide a full history in date order, most recent first, since leaving secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

JOB TITLE With year groups taught if applicable	NAME AND ADDRESS OF EMPLOYER	START DATE Month/Year	END DATE Month/Year	REASON FOR LEAVING

Please enclose a continuation sheet if necessary

SECONDARY EDUCATION & QUALIFICATIONS (e.g. GCSE, A-level, IB)

School/College and country	From	To	Qualifications Gained

**FURTHER OR HIGHER EDUCATION - any recognised qualifications/courses which are relevant to the job application
(proof of qualifications will be required at interview)**

University/Higher Education and country	From	To	Qualifications Gained

DETAILS OF OTHER VOCATIONAL TRAINING RELEVANT TO THE ROLE

Awarding Body	From	To	Qualifications Gained

WHY DO YOU WANT TO WORK AT ELA BASEL?

Please explain your reasons for applying to ELA Basel. Include skills or interests you feel are useful to the role

REFEREES

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Please note, references will be requested for all shortlisted candidates who are being considered for interview. This enables us to fulfil our statutory obligations in accordance with the Keeping Children Safe in Education (September 2020) guidance and to avoid any delay in your start date should you be offered the post. However, if you are not prepared for us to seek references at interview stage please tick this box.

Please provide TWO professional referees. The first should be your present or most recent employer. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any disciplinary procedure. Personal references will not be accepted. All referees will be contacted by phone once written references are received. References will not be accepted without this satisfactory follow-up and verbal confirmation.

Professional Referee 1	
Title and Name	
Organisation	
Address	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Professional Referee 2	
Title and Name	
Organisation	
Address	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

CHILD SAFEGUARDING

ELA Basel is committed to safeguarding and promoting the welfare of children and expect all staff to share in this commitment. Regular on-going checks for all employees and volunteers form part of our Safeguarding Policy.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service or local country equivalent checks.

Please answer the following questions:

Have you ever been subject to a child protection investigation by your employer or any other organisation?	Yes No If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are invited to interview.
Is there any reason you know of why you are not considered suitable to work with children?	Yes No If YES give details separately under confidential cover. This will not be opened unless you are invited to interview.
I declare that I am of sound mind and body to be able to carry out my duties working in the presence of children.	Yes No If NO give details separately under confidential cover. This will not be opened unless you are invited to interview.
I declare that there are no past or pending criminal convictions against me in Switzerland or any other country or state.	Yes No If NO give details separately under confidential cover. This will not be opened unless you are invited to interview.

Candidates recommended for appointment will be required to provide one or more of the following:

- Satisfactory Enhanced DBS certificate (or local country equivalent)
- International Child Protection Certificate (COBIS)
- Pre-employment medical questionnaire and/or pre-employment medical examination.

At ELA Basel, we are an equal opportunity employer and we celebrate and support diversity for the benefit of our employees, our students and our community.

DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that checks may be carried out to verify the contents of my application form.

Print Name

Signature of Applicant

Date
