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|  | **Early Years**  **Application Form** |

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**

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| --- | --- |
| **Vacancy applied for:** |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname or family name** |  |
| **All previous surnames** |  |
| **All forenames** |  |
| **Current Address**  *Please provide documentary proof in the form of a recent utility bill* |  |
| **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**  *Please provide documentary evidence in the form of a scan of your passport/permit* | **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 |
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**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 VOCATIONALTRAINING RELEVANT TO THE ROLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Awarding Body** | **From** | **To** | **Qualifications Gained** |
|  |  |  |  |

**WHY DO YOU WANT TO WORK AT ELA BASEL?**

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

**REFEREES**

**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 prior to interview please tick this box.**

Please provide TWO professional referees. The first should be your present or most recent employer. If you are not currently working with children please provide a referee from your most recent employment involving children. 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 the duties of a teacher working with 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**

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