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| **Application for Employment : *Office Administrator* Independent Bonn International School**We are an equal opportunity employer and are committed to international mindedness and excellence through diversity.Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a CV. |  |  |
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| **Personal Information** |
| Title | First Name | Last Name (please include all previous last names)  | Date of Birth | Nationality on your passport |
|       |       |       |       |       |
| Address |  | City | Region/state | Post code/zip |
|       |       |       |       |
| Phone number (with country code) | Email address |  |  |
|       |       |
| Have you been cautioned, subject to a court order, received a reprimand or warning or been found guilty of committing any criminal offence in any country?\*  | Is there any court action pending against you?\* |
| Yes ☐ | No ☐ | Yes ☐ | No ☐ |
| *\*If yes, please provide details in the ‘Additional Information’ section* |
| I.B.I.S. is committed to the safeguarding of children, and child protection. If selected for employment, are you willing to authorise I.B.I.S. to check your criminal record with the authorities in all of the jurisdictions/countries you have worked/lived in? |
| Yes ☐ | No ☐  |  |  |  |
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| **Position** |
| Position you are applying for | Available start date |  | Annual salary expectation (Euro) |
|       |       |  |       |
| Preferred Contract  |  |  |  |  |
|  |  | ☐ Full time |  | ☐ Part time % of FT       | ☐ Seasonal/ temporary |
| **Teaching Background (if applicable to the role to which you are applying)** |
| Which age ranges do you have experience of teaching/supporting? | What are your preferred ages/grades/subjects to teach/support? |
| Kindergarten/Early Years (3-6) | ☐ |       |
| PYP/Primary (6-12) | ☐ |
| MYP/Secondary (12-16) | ☐ |
| IBDP/A Levels or equivalent (16-18+) | ☐ |
| List your subject specialisms      |
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| **Teaching Certification (for Teaching Roles)**  |
| Do you have qualified teacher status or equivalent? Yes ☐ No ☐ |
| Please provide your teacher reference/licensure number:       |

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| **Education**Please continue in ‘Additional Information’ if required |
| School/college/university name | Location | Years attended | Qualifications |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
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| **Professional Development** Please tell us about your professional learning and development over the last 3 years |
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| **Membership of any Professional Institutions**  |
|       |

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| **Employment History** Please continue in ‘Additional Information’ if required |
| **Employer (1 most recent)** | Description of the role |
|       |       |
| Job Title |  |
|       |
| Dates Employed |  | Reason for leaving |
| From:      To:       |       |
| **Employer (2)** |  | Description of the role |
|       |       |
| Job Title |  |
|       |
| Dates Employed |  | Reason for leaving |
| From:      To:       |       |
| **Employer (3)** |  | Description of the role |
|       |       |
| Job Title |  |
|       |
| Dates Employed |  | Reason for leaving |
| From:      To:       |       |
| **Employer (4)** |  | Description of the role |
|       |       |
| Job Title |  |
|       |
| Dates Employed |  | Reason for leaving |
| From:      To:       |       |
| **Employer (5)** |  | Description of the role |
|       |       |
| Job Title |  |
|       |
| Dates Employed |  | Reason for leaving |
| From:      To:       |       |

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| **Gaps in your Employment History**If there are any gaps in your employment history - such as looking after children, sabbatical year, etc. - please give details and dates. If not, please write “NONE”. |
|       |

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| **Personal Statement**Use this space for a personal statement outlining how you meet the role requirements, your motivation for applying for the role and why you feel you will be a great addition to the I.B.I.S. community. (Maximum 1 page) |
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| **Additional Information** |
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| **References**Please give the name, address and telephone number of three contactable referees, one of whom must be your most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends. Please note, any previous employer may be approached for a reference. |
| Name |       |       |       |
| Title  |       |       |       |
| Company |       |       |       |
| Phone |       |       |       |
| Email |       |       |       |
| Relationship |       |       |       |

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| **Dependents** |
| IIf applying as an expatriate, please list the number of dependents who will reside with you in Germany:      |
| Name | Relationship | Date of birth(dd-mm-yyyy) |
|       | *(spouse)* |       |
|       | *(child 1)* |       |
|       | *(child 2)* |       |
|       |       |       |
|       |       |       |

* I.B.I.S. is committed to safeguarding and promoting the welfare of children and young people and expects all its employees and volunteers to share this commitment.
* Where this form is submitted electronically and without signature, electronic receipt of this form by I.B.I.S. will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.
* The personal data you provide on this form will be used by I.B.I.S. for the purposes of recruitment, employment and statistical analysis only. If you are not appointed to a post, the form will be destroyed.

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| **Signature Disclaimer** |
| I certify that my answers are true and accurate. I certify I have made it clear if my surname in the past was ever different than today, including my last name before I was married, if applicable If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |
| Name (Please Print) |  | Signature |
|       |  |
| Date |  |
|       |