

**APPLICATION FORM FOR ADMINISTRATIVE/SERVICE PERSONNEL**

**Lycée International de Londres is committed to safeguarding and promoting the welfare of children and it expects all members of the staff and volunteers within the school to comply with its policy. The successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.**

**Lycée International de Londres Winston Churchill is an equal opportunities employer.**

**Please complete, in full and in black ink, all sections of this application form. An incomplete application form or form containing gaps in the information may be returned for completion before it can be considered**

*You may complete this application in French or in English*

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| **APPLICATION FORM FOR THE POST OF:** |

Please send your completed application by email to Mrs Mireille Rabaté, [jobs@lyceeinternational.london](mailto:jobs@lyceeinternational.london)

You will be requested to present the signed original application if you are selected for an interview.

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| **PERSONAL DETAILS (to be completed in capital letters)**  Verification of identity and diplomas is required before confirmation of appointment  *LIL vérifiera votre identité et vos diplômes avant tout offre d’emploi.* | | | | |
| **Title** | **First Name** | | | **Last Name** |
| **Address:**  **Postcode:** | | **Work Tel no** (if convenient to receive a call):  **Home Tel:**  **Mobile No:**  **Email:** | | |
| **Do you have a legal right to live and work in the UK?** | | |  | |
| **Is this subject to a work permit?**  (you will have to produce photographic id and proof of the above if you are interviewed) | | |  | |
| **National Insurance Number**  **(***Pour candidats résidents au RU***)** | | |  | |

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| **CURRENT (or most recent) EMPLOYMENT**  Situation professionnelle actuelle (ou la plus récente) | | | | | | | | | | |
| **Name of Employer:**  **Address:**  **Postcode:**  **Tel:**  **Date started:**  **Date left (where applicable)** | | | | | | | **Job title/post held:**  **Grade:**  **Current salary:**  **Notice required:**  (Préavis)  **Reason for leaving/wishing to leave:** | | | |
| **Brief description of main duties/responsibilities**  *Brève description de vos tâches et responsabilités* | | | | | | | | | | |
| **REFERENCES** | | | | | | | | | | |
| Please supply the names and addresses of two referees (who are not friends or relatives): one should be your current or most recent employer and the other your previous employer (someone who knows you in a professional or training/education context)  Please note that under DfE Safeguarding Children and Safer Recruitment guidance, references will be required prior to all interviews for all teaching or non-teaching posts.  *Veuillez donner les coordonnées de deux références professionnelles (les références d’amis ou de membres de la famille ne sont pas acceptées) : une référence doit être votre employeur actuel ou le plus récent. Sous règles anglaises sur la protection de l’enfant, des références sont exigées avant tout entretien d’embauche.* | | | | | | | | | | |
| **Referee No 1**  **Current/most recent employer** | | | | | | **Referee No 2:**  **Previous employer** | | | | |
| Job title:  Company/school name:  Address:  Post code:  Tel:  Email\*:  **\*Mandatory. Please ensure the email address is correct.**  Relationship:  Years known: | | | | | | Job title:  Company/school name:  Address:  Post code:  Tel:  Email\*:  Relationship:  Years known: | | | | |
| I hereby authorise you to take up references from my present employer, my previous employer(s) or the people that I have submitted as personal referees, once an invite for interview has been confirmed. I also hereby authorise you to take up other references as you may deem appropriate.  *J’autorise LIL à contacter mon employeur, mes employeurs précédents ou les personnes que je désigne, pour prendre des références si je suis convoqué à un entretien. J’autorise LIL à prendre contact avec d’autres personnes pour obtenir des références supplémentaires, si cela est jugé utile.* | | | | | | | | | | |
| Signed: | | | | | | Dated: | | | | |
| **PREVIOUS EMPLOYMENT** | | | | | | | | | | |
| Please give details of your full employment history, detailing any periods of unemployment and unpaid/voluntary work (most recent first). Continue on a separate sheet if necessary.  *Indiquez dans ce tableau, sans aucune interruption, les dates de début et de fin vos dernières affectations et/ou positions. Continuez sur une page supplémentaire si nécessaire.* | | | | | | | | | | |
| **Dates**  **From To** | **Name and address of organisation** | | **Tel and contact** | | | | **Job/Role and brief description of duties** | | **Full time/ Part time** | **Reasons for leaving** |
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| **Total number of years’ experience:** | | |  | | | | | | | |
| **EDUCATION, QUALIFICATIONS AND TRAINING**  Proof of qualification will be required before a position is offered. | | | | | | | | | | |
| **Secondary/further** | | | | | | | | | | |
| **From** | | **To** | | **Qualification results with grades** | | | | **School/College/University** | | |
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| **PERSONNAL STATEMENT**  LETTRE DE MOTIVATION | | | | | | | | | | |
| **Based on the information you have received for this post, please explain the reasons for your interest and give examples to support your application (please continue on a separate sheet if necessary)**  You should demonstrate your skills, knowledge and experience and give short examples.  Ensure this statement is well organised, relevant and brief.  *Votre lettre de motivation doit préciser les raisons de votre candidature et démontrer vos compétences et votre expérience en donnant des exemples précis.*  *Elle doit être claire, brève et pertinente.* | | | | | | | | | | |
| **SAFEGUARDING STATEMENT** | | | | | | | | | | |
| LIL is committed to Safeguarding and promoting the welfare of its pupils and expects all employees or volunteers to share this commitment. Enhanced Disclosure and Barring Service checks (or their equivalent if the applicant lived abroad) will be carried out on all successful applicants.  *LIL applique les procédures pour la protection de l’enfant publiées par le DfE  (« safeguarding children »). Ces règles s’étendent à tout le personnel de l’établissement (y compris bénévole). LIL fera une demande de casier judiciaire (ou  « Enhanced Disclosure and Barring Service») pour tous les candidats auxquels une offre d’emploi est faite.* | | | | | | | | | | |
| **FURTHER INFORMATION** | | | | | | | | | | |
| Do you know of any reason why you might be considered unsuitable to work with children? | | | | | Yes/No | | | | | |
| Do you have a disability as defined by the Equalities Act 2010? | | | | | Yes/No | | | | | |
| Have you ever been dismissed from employment for a reason other than redundancy? | | | | | Yes/No | | | | | |
| Have you ever been suspended or subject to disciplinary action in your employment?  If yes, give reasons | | | | | Yes/No | | | | | |
| **REHABILITATION OF OFFENDERS ACT 1974** | | | | | | | | | | |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the HR Manager.  If you would like to discuss this beforehand, please telephone in confidence to the HR Manager for advice.   Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs)  You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.  Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently  *Le poste pour lequel vous faites acte de candidature implique un contact direct avec des enfants et il est exempt de la loi anglaise de 1974 sur la réhabilitation des contrevenants. Votre emploi est soumis à l’obtention d’un casier judiciaire satisfaisant, niveau « enhanced » du DBS (Disclosure and Barring Service) et est assujetti aux conditions énoncées dans le règlement sur l’Education (interdiction d’enseigner ou de travailler avec des enfants) 2003 (tel que modifié). Vous êtes tenus de nous informer immédiatement si vous faites l’objet d’une enquête de police ou d’une condamnation ou mise en garde.*  *Si vous omettez de nous en informer, ou si vous fournissez des informations erronées, le LIL se réserve le droit de résilier votre contrat de travail sans préavis.* | | | | | | | | | | |
| **DATA PROTECTION** | | | | | | | | | | |
| I understand that the information contained in the form is my personal data which, if it held on computer and if I am appointed may be computerised for personnel administration purposes is subject to the Data Protection Act. | | | | | | | | | | |
| **DECLARATION** | | | | | | | | | | |
| I declare that the information supplied as part of my application is true and complete, and for any of this information to be checked and verified. I understand that any deliberate omission, falsification or misrepresentation as part of my application may be grounds for rejecting my application or should the discovery occur following appointment, termination of my employment.  *Je soussigné(e), certifie l’exactitude des renseignements ci-dessus en sachant que toute omission, falsification ou fausse déclaration de ma part peut entrainer le rejet de ma candidature, ou, si la découverte est faite après embauche, mon licenciement.* | | | | | | | | | | |
| **Signature:** | | | | | **Date:** | | | | | |