



International School of Monaco

Teacher employment application form

All applications must be made on this form and submitted by email to the school's H.R. Coordinator veronique.masson@ismonaco.com . CVs/résumés on their own cannot be accepted, although it is possible to add one below if desired.

ISM is committed to safeguarding and promoting the welfare of all children, and expects all staff to share this commitment. All successful applicants will be required to undergo relevant safeguarding checks before appointment is confirmed.

Receipt of this application will be acknowledged but only those applicants who have been short-listed will be contacted further.

Post being applied for:

Personal details

Title (Mr/M./Mme/Mrs/Ms/Dr)	Last/family name/surname
First names	Any previous names
Date of birth	Email address
Home postal address	
Home / Mobile phone :	Skype address:
Nationality: If not an EU country, is there any other reason to believe you would be eligible for a work permit – e.g. marriage to an EU national. Please give details?	

Education and qualifications

Secondary School(s) attended	Dates from MM/YY to MM/YY
Secondary qualifications gained (including grades)	

Universities or Colleges attended	Dates from MM/YY to MM/YY
Degree title and subject	Class/<i>Mention</i>
Teaching qualification details	
Other relevant qualifications	

Employment history (most recent first)

Name and address of organisation	Position and main responsibilities	Dates from MM/YY to MM/YY	Full/Part time

Please provide details of any gaps in your education/employment history – e.g. Gap year, parental leave, career break.

Please give brief details, with reasons, of any absences that you have had from work which have lasted more than a week, over the last three years.

Professional development

Please provide details of professional courses attended in the past five years

Course	Any award or qualification gained	Date

Other interest and achievements

Please briefly indicate any other interests and achievements which you think may be relevant.

Referees

Please give the names and contact details of three referees, one of whom must be your current or most recent employer as a teacher, who will be contacted when the short-list is being drawn up. This will include seeking information about any past disciplinary issues and suitability to work with children.

Referee 1 who must be your current or most recent employer as a teacher

Name (Mr, Mme etc)	
Job title	
Postal address	
Email address (professional where one exists)	
Phone number (professional where one exists)	
Capacity in which (s)he has knowledge of you	Length of time

Referee 2

Name (Mr, Mme etc)	
Job title	
Postal address	
Email address (professional where one exists)	
Phone number (professional where one exists)	
Capacity in which (s)he has knowledge of you	Length of time

Referee 3	
Name (Mr, Mme etc)	
Job title	
Postal address	
Email address (professional where one exists)	
Phone number (professional where one exists)	
Capacity in which (s)he has knowledge of you	Length of time

Please give details of any family/close connections or relationships to current employees, Trustees and students at ISM.

Please attach a brief cover letter/*lettre de motivation* outlining your motivation in applying and what you think you might bring to the post.

Please attach a copy of your CV/*résumé* if you wish (optional).

Languages

Please indicate your level of proficiency in:	Level
English	
French	
Other languages	

How did you first learn of this vacancy?

Statements

In submitting this application:

I confirm that I have no unspent criminal convictions, cautions, reprimands or warnings, and that there are no legal actions pending against me.

I confirm that the information contained on this form is complete and accurate and that I am not barred or disqualified from working with children, nor subject to any sanctions or conditions imposed by a regulatory body on my employment.

I understand that knowingly giving false information or omitting any relevant information could result in the withdrawal or any offer of employment, or dismissal.

Signature:

Date:

Please return this completed form by email to veronique.masson@ismonaco.com (H.R. Coordinator)