APPLICATION FORM

Thank you for your interest in a job at British School Muscat.

Oman has strict Visa requirements, which is why we ask for such detailed information at this point of the application process. All parts of this form must be completed fully and in English.

Please email this completed form, with your CV, and a covering letter to [recruitment@britishschoolmuscat.com](mailto:recruitment@britishschoolmuscat.com).

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Position applying for: | | | |
| 1. Title (Mr/Mrs etc.): | 1. First Name: | | 1. Surname: |
| 1. Maiden Name (if applicable): | | 1. Gender: | |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Current Address: | | | |
| 1. Telephone No: | Mobile: | Home: | Work: |
| 1. Email address: | | | |
| 1. Other contact number in case of difficulty in contacting you: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Date of birth: (dd, mm, yyyy): | | 1. Age: | |
| 1. Nationality: | | 1. Place of birth: | |
| 1. Passport Number: | 1. Date and Place of Issue: | | 1. Expiry Date: |

|  |
| --- |
| 1. Marital Status:    Married  /  single  /  divorced  /  separated  /  engaged |
| 1. Is your spouse applying for a position at BSM? (if so, please provide details) |

**QUALIFICATIONS**

1. Details of Teaching Qualifications (if applicable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution | Date from | Date to | Subjects | Qualification |
|  |  |  |  |  |
|  |  |  |  |  |

*(Please add more rows to the table above as required)*

|  |
| --- |
| 1. Main Subject and Levels taught *(Senior School)*   Additional Subjects taught *(Senior School)*  Years taught and subject speciality *(Primary School)* |

|  |  |
| --- | --- |
| 1. Date qualified as teacher: | 1. Qualified teacher reference number: |
| 1. Passed Threshold Assessment date: | 1. Threshold Assessment level:   UPS1 / UPS2 / UPS3 |

1. Details of Higher Education

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Institution (State full or part-time) | Date from | Date to | Subjects studied | Qualifications obtained | Class of Degree |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*(Please add more rows to the table above as required)*

1. Details of A Levels / equivalent qualifications obtained:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School | Location | Date from | Date to | Subject and Grades attained |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*(Please add more rows to the table above as required)*

**EMPLOYMENT HISTORY**

1. Please list your employment history since first graduation and prior to that if you consider it relevant.  State ‘n/a’ where columns do not apply.  Chronological order starting with current employment. Please include currency for pay.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer / name of school or company | Country | Position held and/or duties | FT / PT | Date from | Date to | No. on roll | Ages taught | Total Annual Pay |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| 1. Please explain any gaps in your employment history: | |
| 1. Training courses attended in the last three years with dates: | |
| 1. Please list any other skills or qualifications that may be relevant for the position you are applying for: (eg: IELTS, CELTA, First Aid Training etc.) | |
| 1. Please describe your hobbies and interests.  If applying for a teaching position, what extra-curricular activities you could offer: | |
| 1. Do you hold a current driving licence?  yes / no | 1. Driving licence issued by which country? |

**HEALTH**

|  |
| --- |
| 1. How many days have you taken off work through illness in the last 2 years? |
| 1. Are you a smoker  /  non-smoker |
| 1. Are you fully vaccinated against COVID 19? yes / no *(please note, you must be fully vaccinated to enter Oman)* |
| 1. Please state the name(s) of the vaccines you have received and dates of vaccinations: |
| 1. Please give details of any serious illnesses, operations and medical conditions.   *(NB pre-existing conditions may be excluded from our private health care insurance.)* |

**VISAS**

Please complete in full and ensure that you have reviewed the guidelines on our website regarding employment and residence legislation. Oman has strict visa regulations for local and international hire positions.

|  |
| --- |
| 1. If you are appointed, will you be accompanied and if so, by whom?  Please include dependent children and their DOBs. *If accompanied by your spouse / children, please give full details on a separate sheet – you may include a CV for your spouse if you wish. If your spouse is also applying for a post with us, a separate copy of this form must be completed.* |
| 1. If you are applying for a local position, please state which visa type you currently have. |

1. Appointments to British School Muscat are subject to medical and police/ISA checks.  The Immigration authorities in Oman conduct their own examinations including blood tests and other checks.  Persons who are HIV Positive or who have hepatitis will not be granted residency and therefore will be unable to work.

|  |
| --- |
| Date of Last DBS check or equivalent: |
| Do you have any criminal convictions? yes / no |
| Do you have any criminal case against you pending? yes / no |
| If you answered YES to either of the above, please give details: |

|  |
| --- |
| 1. Please indicate any dates when you will not be available for interview: |
| 1. Please indicate if you are related to or know (socially/professionally) any members of staff currently working at BSM: If yes, please name and state your relationship to the person. |
| 1. Where did you hear about this job? Please select from the following:   ☐ BSM Website  ☐ Facebook  ☐ Twitter  ☐ Instagram  ☐ LinkedIn  ☐ TES Online  ☐ COBIS Website  ☐ Recruitment Agent  Other – Please specify |

**REFERENCES**

1. Please give the names of **two** professional referees (preferably not from the same school/organisation unless unavoidable).

*Please note that all offers of employment by British School Muscat are subject to receiving a minimum of two satisfactory references from your previous employers, one of which should be from your current Head Teacher / Principal.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Position / Standing | Address | Contact Details | May we contact prior to interview? |
|  |  |  | Tel:  Email: | Yes / No |
|  |  |  | Tel:  Email | Yes / No |

**DECLARATION**

Please read your application form through carefully before signing

1. I declare that the information given in this form is true and accurate and I understand that any offer of employment which may be made to me by British School Muscat is subject to this declaration.

|  |  |
| --- | --- |
| Name / signature | Date |

Please email [recruitment@britishschoolmuscat.com](mailto:recruitment@britishschoolmuscat.com) with the following documents to complete your application:

* This completed application form
* A covering letter
* Your CV