



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 in PDF or Word Format to recruitment@britishschoolmuscat.com.

PERSONAL DETAILS

1. Position applying for:			
2. Title (Mr/Mrs etc.):	3. First Name:	4. Surname:	
5. Maiden Name (if applicable):		6. Gender:	
7. Have you ever changed your name? If yes, please provide previous name(s) and the reason for change.			

8. Current Address:			
9. Telephone No:	Mobile:	Home:	Work:
10. Email address:			
11. Other contact number in case of difficulty in contacting you:			

12. Date of birth: (dd, mm, yyyy):		13. Age:	
14. Nationality:		15. Place of birth:	
16. Passport Number:	17. Date and Place of Issue:	18. Expiry Date:	

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

QUALIFICATIONS

21. Details of Teaching Qualifications (if applicable)

Institution	Date from	Date to	Subjects	Qualification

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

22. Main Subject and Levels taught (*Senior School*)

Additional Subjects taught (*Senior School*)

Subject Specialty and Year/Age Group (*Primary School*)

23. Do you hold a UK Qualified Teacher Status (QTS)? <i>yes / no</i>	24. Have you completed your Early Careers Teacher (ECT) Induction? <i>yes / no</i>
25. Date qualified as teacher:	26. Qualified teacher (QTS) reference number:
27. Passed Threshold Assessment date:	28. Threshold Assessment level: <i>UPS1 / UPS2 / UPS3</i>

29. 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)

30. 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

31. 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.

Date from (mm/yy)	Date to (mm/yy)	Number of Months and Years worked	Employer / Name of company	Country	Position held and/or duties	FT / PT	Reason for Leaving	Ages taught	Total Annual Pay

32. Please explain any gaps in your employment history. If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please provide details and dates:

Dates		Reason for gap in employment
From (mm/yy)	To (mm/yy)	

33. Do you currently have any pending job applications with other schools or organisations? **yes** / no

34. If yes, please provide further details:

35. Have you signed a contract for next academic year? **yes** / no

36. If yes, please provide further details:

37. Training courses attended in the last three years with dates:

38. 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.)

39. Please describe your hobbies and interests. If applying for a teaching position, what extra-curricular activities you could offer:	
40. Do you hold a current driving licence? yes / no	41. Driving licence issued by which country?

HEALTH

42. How many days have you taken off work through illness in the last 2 years?
43. Are you a smoker / non-smoker
44. Please give details of any serious illnesses, operations and medical conditions. <i>(NB pre-existing conditions may be excluded from our private health care insurance. Please note that some medications are banned in Oman e.g. codeine, tranquilisers, anti-depressants, sleeping pills. If you do have a need to bring medication of this nature with you, it is recommended that you carry a letter from your doctor confirming your prescription requirements.)</i>
45. Do any of your dependants (spouse or children) have any pre-existing medical conditions or additional needs? yes / no
46. If yes, please provide further details:

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.

47. If you are appointed, will you be accompanied and if so, by whom? Please include dependent children and their DOBs. <i>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.</i>
48. If you are applying for a local position, please state which visa type you currently have.

49. Appointments to British School Muscat are subject to medical and police/DBS 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.

50. Date of Last DBS check or equivalent e.g. ICPC (International Child Protection Certificate):
51. Do you have any criminal convictions? yes / no
52. Do you have any criminal case against you pending? yes / no
53. If you answered YES to either of the above, please give details:
54. Please provide links below to all personal social media, this is a mandatory requirement forming part of safer recruitment compliance. (e.g. Facebook, Instagram, LinkedIn, X etc.):
55. Please indicate any dates when you will not be available for interview:
56. 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.
57. Where did you hear about this job? Please select from the following: <input type="checkbox"/> BSM Website <input type="checkbox"/> BSM Facebook <input type="checkbox"/> BSM Instagram <input type="checkbox"/> BSM LinkedIn <input type="checkbox"/> The Guardian Jobs <input type="checkbox"/> TES/Schrole Online <input type="checkbox"/> BSME/COBIS Website <input type="checkbox"/> Recruitment Agent Other – Please specify

REFERENCES

Reference Requirements

Please note that all offers of employment by British School Muscat are subject to receiving a minimum of three satisfactory references from your previous employers. Please provide details for a minimum of three (3) professional referees that meet the following criteria:

- **Current/Most Recent Employer:** Your first referee must be the Head of School, Principal or equivalent Head of Organisation (the most senior person with the appropriate authority) of your current or most recent place of employment.
- **Leadership Level:** All references must be provided by the Head of School, Principal, or equivalent Head of Organisation (the most senior person with the appropriate authority) from your previous places of employment. References from Department Heads, Year Leaders, or colleagues will not be accepted.
- **Direct Contact:** We reserve the right to contact any of your previous employers to verify your employment history and professional conduct.

58. Please provide their official email addresses and not their personal Gmail, Hotmail or other accounts. We require references that cover the last 10 years. It is mandatory to fill out all the details below.

References	Name	Position / Standing	Address	Contact Details	May we contact prior to interview?
Referee 1: Current/ Most Recent Employer				Tel: Email:	Yes / No
Referee 2: Previous Employer				Tel: Email	Yes / No
Referee 3: Previous Employer				Tel: Email	Yes / No

DECLARATION

59. Please read your application form through carefully before signing:

- 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.
- I confirm that I have no criminal record which prevents me from taking up a post which involves working with children and young adults.
- I understand that it is an offence to apply for position at BSM if I have been barred from engaging in regulated activity relevant to children.
- I confirm that I am safe to work with children.
- I understand and accept that if my application is successful, I will need to apply for appropriate criminal records check or police clearance.
- I confirm that to the best of my knowledge the information provided in this document is correct and gives a fair representation of my qualifications and employment history. I understand and give my consent to this information being used only for the purposes of recruitment and candidate monitoring. I am aware that giving false information could result in my application being rejected and any offer of employment being withdrawn or employment being terminated.
- I understand that if successful, BSM will carry out an online search as part of due diligence.

Name / signature	Date
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Please email recruitment@britishschoolmuscat.com with the following documents in PDF or Word format to complete your application:

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