



Job application form

Please note that this form must be completed in full.

VACANCY INFORMATION

Position applied for:	
How did you hear about this vacancy?	

Personal Particulars

PERSONAL INFORMATION

Surname	
Forenames	
Former surnames:	
Date of Birth:	
UK National Insurance number:	
Home address:	
Telephone number:	
Mobile:	
Email:	
LinkedIn:	



Previous address

If you have been a resident at the current address for less than five years, please provide any previous addresses during this period. Please continue on a separate sheet if necessary.

Previous address 1:	From:
	To:
	Address:
Previous address 2:	From:
	To:
	Address:
Previous address 3:	From:
	To:
	Address:

RIGHT TO WORK IN THE UK

Are you currently eligible to work in the UK?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If you are <u>not</u> a UK passport holder, please provide details of your right to work in the UK and whether it is time-limited (e.g. EU Settled Status, Biometric residence Permit)		



Employment history

As part of our safer recruitment procedures, you must account for your employment history, including any gaps. Please give details and dates (in chronological order).

CURRENT EMPLOYMENT - CONTRACT DETAILS	
From (mm / yy)	Organisation and position:
Contract type: (permanent or fixed-term)	
Length of notice:	

PREVIOUS EMPLOYMENT				
Start date (mm / yy)	Finish date (mm / yy)	Organisation	Position	Reason for leaving



Start date (mm / yy)	Finish date (mm / yy)	Organisation	Position	Reason for leaving

GAPS IN YOUR EMPLOYMENT

Please list any gaps you have in your resume since leaving secondary education.

Dates of gap (month and year)		Reason for gap (e.g. caring for children, sabbatical year, voluntary work, unemployment, etc.)
From (mm / yy)	To (mm / yy)	



Academic and professional qualifications

ACADEMIC QUALIFICATIONS	
College / University:	
Degree/Diploma earned:	
Dates attended;	

ACADEMIC QUALIFICATIONS	
College / University:	
Degree/Diploma earned:	
Dates attended;	

PROFESSIONAL QUALIFICATIONS	
College / University:	
Degree/Diploma earned:	
Dates attended;	



OTHER RELEVANT SKILLS AND QUALIFICATIONS

Training courses (include dates)	
Awards:	
Membership organisations:	
Skill #1	

OTHER RELEVANT SKILLS AND QUALIFICATIONS

Training courses (include dates)	
Awards:	
Membership organisations:	
Skill #2	

OTHER RELEVANT SKILLS AND QUALIFICATIONS

Training courses (include dates)	
Awards:	
Membership organisations:	
Skill #3	



Additional information

DBS status: are you a member of the DBS update service? (yes or no)	
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What other information may be useful in your application?



References

Please provide two references, where possible. These should relate to two different periods of employment. One referee must be a manager with appropriate authority at your current or most recent employer.

Please note that references will not be accepted from relatives or referees who are writing solely in the capacity of friends.

The school reserves the right to take up references from any previous employer.

Name of referee 1:	
Company:	
Position held and their capacity where they known to you?	
Address:	
Telephone number:	
Mobile:	
Email:	
May we contact the referee now?	
If "no", when may we contact them?	
Name of referee 2:	



Company:	
Position held and their capacity where they known to you?	
Address:	
Telephone number:	
Mobile:	
Email:	

Data protection

The information you provide on this form will be used to process your employment application. Your personal information will be used confidentially to help with our recruitment process.

If you succeed in your application and start employment with the school, the information will be used to administer your employment. We may check the information you provided on this form with third parties.

By signing this application form, you consent to processing sensitive data.

Applications will only be saved for as long as is required for unsuccessful candidates unless we agree to keep your application on record for any future recruitment needs. At any given time, you can contact office@swedishschool.org.uk and ask for your application to be deleted from our records. The school's Privacy Notice policy is found on the [school website](#).

Criminal records & recruitment checks

The Swedish School in London is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.



For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list. We'll use the DBS check to comply with the Childcare Disqualification Regulations. Providing or managing childcare covered by these regulations is an offence if you are disqualified.

Any data processed as part of the DBS check will be processed following data protection regulations and the school's privacy notice.

Any job offer will be conditional on completing the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered case-by-case.

The school's child protection policy can be found on the [school website](#).

Please note that any false declaration, misleading statement, or significant omission may disqualify you from employment and render you liable to dismissal. Any job offer is subject to references, an enhanced Disclosure from the Disclosure and Barring Service (DBS) and a probationary period, all of which must be deemed satisfactory by the Swedish School in London.

Overseas police check

If you've lived and/or worked outside of the UK, the Swedish school in London must make further checks it considers appropriate in addition to the usual pre-employment checks.

We'll base the decision on whether this is necessary on individual circumstances and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK.

Please state "N/A" in the box below if you have never lived abroad.

Country of Birth:	
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Countries (other than the UK) where you have lived:	Date from (mm/yy)	Date to (mm/yy)	Overseas police check obtained and copy available	Referee information for country
1.				



2.				
3.				
4.				

Recruitment

It is the school's policy to employ the best-qualified personnel, provide equal opportunities for the advancement of employees, including promotion and training, and not discriminate against any person because of protected characteristics as defined by the Equality Act 2010. All new appointments are subject to a probationary period.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the school's Safeguarding and Child Protection Policy is available from the school's website. Please take the time to read it.

Declaration (please read carefully)

- I declare that the information I have given on this form, in my CV and cover letter is complete and accurate
- I understand that it is a criminal offence for anyone barred from working with children to attempt to apply for a position at the school. I therefore confirm that I am not banned or disqualified from working with children.
- I know of no reason, or grounds of physical or mental health, why I should not be able to discharge the responsibilities required for me to work with children at the Swedish School in London. I understand that any offer of employment made by the school will be conditional on verification of medical fitness.
- For the purposes of the General Data Protection Regulation 2018 and Data Protection Act 2018, I consent to the Swedish School in London processing the information received by them relating to the subject matter on this form in administering the recruitment process and for any employment with them.
- I consent to the school directly contacting all previous employers where I have worked with children to verify my reason for leaving that position.
- I consent to the school directly contacting the people specified as my referees to verify the reference.
- I understand that I will be required to complete a declaration regarding my criminal record, as well as the restrictions and prohibitions, if I am invited to interview.



- I understand that any false declaration, misleading statement, or significant omission may disqualify me from employment and render me liable for dismissal and possible referral to the police and/or DfE.
- I permit The Swedish School in London to contact DBS to verify my Criminal Records Disclosure with the DBS update service (if applicable).
- I have permission for The Swedish School in London to verify my right to work in the UK with the provided share code and date of birth (if applicable).

Signed:

Date:

Name (please print):

Where this form is submitted electronically and without a signature, electronic receipt by the school will be deemed equivalent to the submission of a signed version and will constitute confirmation of the declaration.