

**Nagoya International School**

**Application Form (Director of Business and Operations)**

**for Jan 2022 (or thereafter but no later than Aug 2022)**

This is an application form for the **Director of Business and Operations** position at NIS. You are encouraged to submit your CV and supporting letter of application with this form.

This form asks for considerable professional reflection and should not be completed quickly. Before commencing the formal application process, candidates are advised to research NIS closely to ensure that their qualifications, experience, and professional ambitions are a good fit for the position as advertised on the NIS website vacancies page.

Information is collected for the purpose of assessing your suitability for employment with NIS. If your application is successful this form will be retained on your personal file, otherwise it will be destroyed.

**Step One:  Personal Information**

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| **Name** |  |
| **Which position are you applying for?** | Director of Business and Operations |
| **When could you start the job at NIS?** | From Jan 2022 / From Aug 2022  Other: |
| **Please confirm the degree(s) held, the awarding institution and under which jurisdiction/authority you have a license to teach.**  **Also list the same information for any certifications held as a school administrator** |  |
| **Through which agencies are you registered** | ISS / Carney Sandoe / Search |
| **Where did you find out about the position** | ISS / Carney Sandoe / Search / School Website / Other |
| **If you have had any name changes or aliases in your past, give details here**  ·   *Former name, date & reason for change. If none, please write ‘none’* |  |
| **Identifying Gender** |  |
| **Citizenship(s)** |  |
| **Email** |  |
| **Names of any family members who will come with you to Japan as dependents (non-working spouse or children).**  ·   *For dependent children, state the entering grade level (preschool - 12) in Jan, 2021 .*  ·   *Due to Japanese immigration, regretfully, NIS cannot obtain visas for unmarried partners or same-sex spouses unless both parties sign a work contract with NIS (teaching couple)* |  |
| **Medical Record:** *Is there any medical reason why you may not be able to maintain a full workload on a two-year contract?*  ·   *Please note that while medical care in Japan is strong, support in English is limited and some medications or treatments may be unavailable. Mental health care is extremely limited and often not covered under Japanese health insurance. Conditions should be disclosed so that we can confirm insurance coverage and continuance of care. Please disclose and discuss all pertinent issues.* | YES *(and details are included/attached)*  NO |
| **Are you currently either:**  (i) living and working within 100kms of Nagoya  (ii) living and working beyond 100kms of Nagoya and where Nagoya is not your permanent home  (your current location/status will affect the benefits that can be offered and this will be discussed through the interview process) | Delete as applicable:  YES for (i) / YES for (ii)  If your permanent home is not Nagoya, please list the closest major city to your permanent home here: |
| If you will approach retirement age (60-65) within your first two-year contract and wish to discuss the implications for this on your long-term employment/retirement planning, please indicate here: | YES - I’d like advice  NO - I don’t need advice |
| In the case of children, do you foresee any learning needs (EAL, special needs) as an NIS student? | YES / NO *(if yes, give brief details)* |
| Have you ever broken contract with a school, been dismissed by a school, been refused contract renewal or had special conditions placed on contract renewal by a school due to performance/fit or professional conduct?  If ‘YES’, NIS will still consider your application understanding the complexities of international education. However, it is important that this is disclosed and explained clearly. | YES / NO *(if yes, give brief details)* |
| **Why are you leaving your current employer?** (if you had the option of requesting/accepting a new contract and decided not to, please explain why) |  |

**Step Two:  Career History**

*(or simply ensure we have an updated CV and you may skip this section)*

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| --- | --- | --- | --- | --- |
| **Employer Name**  **& Country** | **Your position** | **Employment Start / End Date** | **Reason for Leaving** | **Notes** |
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**Step Three:  Career Gaps**

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| **Please note that for child protection reasons NIS will not pursue a recruitment process with candidates who have unexplained ‘gaps’ in their employment record). Please explain any gaps in your employment record below:** |

**Step Four:  Confidential References\***

Please give details of at least three confidential referees who we may immediately contact for a reference. It is essential that this include your current Head of School/Head of organization and a Head of School from as many previous employments as possible. For child protection reasons NIS cannot interview candidates unless these individuals are included as referees. Other useful referees might include, e.g. divisional principals, curriculum directors, department heads, direct reports, etc.  Please note that NIS will only consider confidential references collected directly by NIS and not open letters of reference.

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| --- | --- | --- | --- | --- |
| **Name of referee** | **In what capacity did you know this person?**  *(their position, your position, school)* | **Telephone number** | **Email address**  *(must be a school/professional address))* | **Has this person already written a confidential reference for a recruitment agency?**  **If so, where?** |
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**Step Five:  Child Protection Statement**

NIS places a high priority in protecting the students in our care. Please read the below and indicate your agreement.

1. I declare that I have never harmed children, adolescents or vulnerable people either physically, sexually or emotionally and that that there is no reason why I should not work in a school setting with children.
2. I accept that any past, present or future behaviors which contravene a professional standard of decency/respect, constitute sexual, physical or emotional abuse and/or are otherwise an infringement of a student or colleague’s right to physical and emotional safety are grounds for immediate dismissal.
3. I am free from any criminal record, spent or otherwise, in any jurisdiction, regarding offenses (or cautions/warnings) which may be deemed relevant to employment with young people at Nagoya International School.
4. In the case that I left paid or voluntary employment voluntarily following allegations of inappropriate/unprofessional conduct, I have made a full declaration to this effect to the NIS Administration and I give permission to NIS to contact the employer/organization for verification.
5. I was open and truthful in my application process (verbal and written) to NIS and have made no false statement (nor omission) which is relevant to my suitability for employment at NIS. This includes statements/omissions pertaining to experience, qualifications and criminal or professional misconduct processes.
6. In accepting a position of employment at NIS I acknowledge that any breach of safeguarding policy is cause for immediate disciplinary dismissal.

**Please indicate your agreement in full to the NIS child protection statement by signing**

**(or typing ‘I AGREE’) in the box below:**

Sign or type here:

**Step Six:  Self-Assessment against Job Criteria**

**We ask that you please:**

(a) Self-assess your current professional practice as either 4,3,2, or 1 in the right hand box

(b) Evidence the rating given by providing examples from your practice and reflecting on your next steps

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| --- | --- | --- | --- |
|  | ***Rating Key***   * ***4 = Highly Confident*** * ***3 = Confident*** * ***2 = Somewhat confident*** * ***1 = Still developing*** | **Rating**  **4,3,2 or 1** | **Self-Assessment Comment:**  **(For example☺**   * + **Reflection** (how do you approach this?)   + **Examples** (from your practice)   + **Next steps** (where next for you in this area?) |
| 1 | **Financial Leadership** – sophisticated and strategic approach to school financial management; understands the school business model and the ‘double bottom line’ of finance and learning and is able to oversee financial systems and processes which are mission aligned and mission-sustainable |  |  |
| 2 | **Human Resource Management** – A deep and strategic, as well as empathetic, understanding of human resource management in an international context; |  |  |
| 3 | **Facilities Management** – A thorough understanding of facilities and resources management and capital planning in an international school context |  |  |
| 5 | **Risk** – A strong skill-set in risk identification and mitigation and a proven track record in fiduciary and legal compliance within complex organisations and settings |  |  |
| 6 | **Data –** a strong awareness of data protection law and the ability to mitigate this risk across the processes of the organisation |  |  |
| 7 | **Leadership** – a track record of strong and effective leadership and management of teams |  |  |

**Step Seven:  Additional Information (optional)**

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| Please provide any additional information you may feel is relevant. You may wish to refer to leadership experience and/or specific structures or measures you feel are important in the Director of Business and Operations role: |

**Step Eight:  Compensation**

The position includes, in addition to salary, benefits to include registration on the Japanese health and pension system, a welfare allowance, a dental/optical allowance, free (taxable) tuition for dependent children and daily (or annual) commutation to your home of record in Japan (or overseas).

If you are recruited from outside of Nagoya/Nagoya is not your home then you will also receive round trip airfare annually for yourself and dependents in addition to housing (for 6 years). Additionally, there is a generous severance payment on departure from NIS which increases dependent upon your years of service.

Tax will typically range from 15-25% depending on family circumstances (dependent tuition waivers, non-earning spouses, etc).

Knowing this, please state the salary range at which you would be in a position to consider accepting a position to work at NIS:

Anticipated Gross Salary range in Yen:

**Step Nine: Declaration**

**In submitting this application, you confirm as follows:**

To the best of my knowledge, the answers to the questions in this application are correct. I understand that this form, together with the written material I have supplied, and evaluative material including any interview notes, will be held confidentially and used only for the purposes of this application for employment.

I agree to notify NIS of any future change to the information supplied during the course of this application process and/or for my records should I be successful in obtaining employment with NIS. I agree to such pre-employment checks as deemed necessary being undertaken by NIS for the role I have applied for. I understand that should I be appointed to the role I must provide original or certified documentation supporting my educational qualifications.

I understand that any offer of employment is subject to valid comprehensive safeguarding checks and the appropriate provision of original documentation as requested and the issuance of a visa.

I understand that if any false or misleading information is given, or any material fact suppressed, I may not be employed, or if I am employed at the time the information comes to light, my employment may be subject to immediate termination.

**Please indicate your agreement in full to the declaration above by signing**

**(or typing ‘I AGREE’) in the box below.**

Sign or type here: