

**Nagoya International School**

**Application Form – Academic Staff (Counselor)**

This is an application form for **an academic** position (teacher/intern).  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 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.

The document *“Summary of NIS Terms and Conditions of Employment’* or *‘Internship Position Description’* is a helpful guide and is available upon request from mueki@nis.ac.jp.

**Step One:  Personal Information**

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| --- | --- |
| **Name** |   |
| **Which position are you applying for?** |   |
| **Please confirm the degree(s) held, the awarding institution and under which jurisdiction/authority you have a license to teach (or perform the job for which you have applied)** |  |
| **Are you a registered candidate with Search Associates or any other agency?** (if so please indicate the agency) | YES / NO |
| **Please give details of any job fairs you may be planning to attend this year** |  |
| **Where did you see the vacancy advertised?** |  |
| **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 August, 2020.*·   *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 OR(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 (62-65) 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 adviceNO - 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 school?** (if you had the option of requesting/accepting a new contract and decided not to, please explain why) |   |
| **Please list all official/approved IB workshops/training you have undertaken** |  |

**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 at the school** | **Employment Start Date** | **Employment End Date** | **Reason for Leaving** | **Notes** (e.g. ages taught, subjects taught, curriculum of the school, etc) |
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**Step Three:  Career Gaps**

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| **If you worked outside of teaching at any point in your career, or there are any ‘gaps’ in your education/employment history since leaving High School as listed in Section Two (or on your CV) please explain these below:**·   *Please note that for child protection reasons NIS will not pursue a recruitment process with candidates who have unexplained ‘gaps’ in their employment record)* |

**Step Four:  Confidential References\***

*(if you are a Search Associates or Teacher Horizons candidate you do not need to complete this section)*

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 and a Head of School/Principal from a previous employment. 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, etc.  Please note that NIS will only consider confidential references and not open letters of reference.

Please note that in submitting this form you are giving us permission to contact these referees immediately. If this is not the case, please write this in the additional information box at the end of this form. Please note that NIS reserves the right to contact other professional references not listed here (former heads of schools/principals or similar) as a part of our safe-recruiting policy. Again, if you do not consent to this please indicate accordingly in the additional information box at the end of this form.

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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 and Harassment 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 Seven:  Additional Information (optional)**

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| Please provide any additional information you may feel is relevant to your application |

**Step Eight:  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: