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|  | **Nagoya International School**  **Application Form (Substitute Teacher/After School Childcare)** |

This is an application form to be placed on the Substitute Register and/or Childcare supervisor register. You are encouraged to submit your CV and supporting letter of application with this form. 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.

**Personal Information**

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| **Name** |  |
| **Address** |  |
| **Cell-phone** |  |
| **Email** |  |
| **Visa/Citizenship Status** | Citizenship or Permanent resident status  Full work visa with another employer (please give details below)  Spousal/Dependent Visa  Other/None at this time (please explain below)  DETAILS: |
| **Work Permit**  **(delete as applicable)** | * I am legally able to work in Japan (unrestricted) * I have a 28-hour work permit attached to my current visa * I will need help from NIS to get work-permit status |
| **Medical Record:** *Do you have any medical condition(s) we need to be aware of?* | YES *(and details are included/attached)*  NO |
| **Do you have police background checks from the countries in which you have lived prior to coming to Japan?**  **Do you consent to NIS conducting full background checks?** | YES/NO  YES/NO |
| **Do you have a teaching qualification / teaching certification to work in a school** | YES/NO (if yes, please state the issuing authority and the subjects/ages you are certified to teach): |

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| **Placement** | **Availability** |
| Please indicate the areas of school you are interested (e.g. make them bold/different color):  Early Learning Center  Elementary School  Middle School  High School  Specialist subject  Please list \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  After-school Child Care | Please indicate (make bold) the day(s) you are available: ­­­­­­­­  Monday  Tuesday  Wednesday  Thursday  Friday |

**Employment History**

Please list in chronological order from most recent to least recent. There should be no gaps in your history so if there are periods where you are not working please list them and explain.

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| **Name of school/organization** | **Your position** | **Employment Start Date** | **Employment End Date** | **Reason for Leaving** |
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**Confidential References**

Please give details of confidential referees who we may contact for a reference. Note this is primarily for safeguarding/background checks.

This must include the head of company/school or other senior supervisor for your CURRENT role, for ANY employment in Japan and for your PREVIOUS roles.

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| **Name of referee** | **In what capacity did you know this person?** | **Telephone number** | **Email address**  *(must be a professional address)* | **Comment** |
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**Additional Information**

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| *Please provide any additional information you may feel is relevant (e.g. about your work permit status, your teaching preferences, your availability, etc.):* |

**Child Protection Statement**

NIS places a high priority in protecting the students in our care.

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.

**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 as requested.

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, I may be immediately discontinued as an NIS substitute teacher.

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| **Signature** |  | **Date** |