



JINIS

Jinseki International School

CONFIDENTIAL

APPLICATION FORM FOR THE POST OF _____

Personal Details	
Surname:	
Forenames:	
Previous Surnames:	
Nationality:	
Have you a current visa status for working in Japan:	
Mr/Mrs/Miss/Ms/Dr	
Date of Birth:	
Address:	
Contact Telephone Details:	
Home:	
Work:	
Mobile:	
Mail:	
Marital Status:	Number of Children:
	Ages of Children:
Can you be contacted at work? Yes/No	
Do you hold a current full driving licence?	
Yes/No	
Do you have an official qualification/license to teach in an elementary/primary school?	
Yes/No/Expected	
Employment Details	
Current (or most recent) Employment:	
Job Title:	
Name and Address of Employer:	
Date Commenced:	
Reporting To:	
Present Salary:	
Notice Period Required:	
Reason for Leaving:	

Briefly outline the major tasks and responsibilities in your current role

Employment History (Most recent first)

Employer & Address

From-To

Job Title and Main Responsibilities

Reason for Leaving

Employer & Address

From-To

Job Title and Main Responsibilities

Reason for Leaving

Employer & Address

From-To

Job Title and Main Responsibilities

Reason for Leaving

Please tell us why you have applied for the post and give examples of things you have done that make you particularly suited to the job (Continue and attach a separate sheet if necessary).

Education/Training & Development Details		
Post-Secondary Education History		
Establishment	From-To	Qualification Awarded (Subject & Level)
Further/Higher Education History		
Establishment	From-To	Qualification Awarded (Subject & Level)
Professional Qualifications/Membership of Professional Bodies		
Professional Body/Organisation	From-To	Programme/Qualification

Supplementary Information		
References Please supply the details of three referees and state in what capacity the referee knows you. At least one should be your present (or most recent) employer and another should be a person who can comment from a different perspective on your performance in your current/previous role(s).		
Name:	Name:	Name:
Job Title:	Job Title:	Job Title:
Address:	Address:	Address:
Tel No:	Tel No:	Tel No:
Email:	Email:	Email:
Relationship:	Relationship:	Relationship:

If you do not wish us to contact your referee(s) without your prior consent, please place an asterisk (*) against their name(s).

Where did you hear about or see this post advertised?

Convictions

Have you ever been found guilty of a criminal offence?

Have you ever, through previous roles or actions, been deemed unsuitable for working with children?

If yes, please provide details on a separate sheet and enclose it with your application in an envelope marked 'Confidential'.

Previous convictions will not automatically bar candidates. Convictions will only be considered in relation to the post for which you have applied. Successful applicants from the UK will be required to provide an enhanced DBS that's no more than 6 months old. Applicants from overseas will be expected to provide the equivalent from their last country of residence. Please note that should for any reason we find this section to be filled in untruthfully, it will result in immediate dismissal from the application process or, if appointed at JINIS, your employment status.

Personal Information Protection

Information from this form will be processed in accordance with the Act on Personal Information Protection. By signing this form, I agree to this data being held and processed and if I am appointed to the post I also agree to further information, including sensitive data (e.g. bank details, medical information, etc.) being held and processed by Jinseki International School, in accordance with the Act.

Acknowledgment of Applications

You will receive an email notification soon after your application has been received.

I confirm that the information given by me is correct. I understand that if I give false information or withhold relevant information it could result in my dismissal.

Signature of Applicant:

Date:

Please return your completed application form to: JINIS recruit office <recruit@jinis.jp>