KING'S COLLEGE INTERNATIONAL SCHOOL
BANGKOK

Application for Employment

A full application form and letter of application in support of your application should be sent through the Schrole platform here: https://www.schrole.com/schools/kings-college-international-school-bangkok/.

PLEASE NOTE: incomplete applications without all two documents being provided will **NOT** be accepted.

Post Applied For:	

1. PERSONAL INFORMATION

Preferred Title:	
Forename:	
Middle Name:	
Surname:	
Other Name(s) Known By: (e.g., maiden name, previous legal name change)	
Date of Birth: Note: Group health insurance coverage is limited to individuals under 65 years of age	
Citizenship: (Please list all passports held)	
Home Address:	
Current Address:	
Email Address:	
Mobile / Home Number:	
Social Media Profiles: Please provide the links to your professional and personal social media profiles (if applicable)	
Do you have Qualified Teacher Status?	☐ YES ☐ NO
Professional Teaching License / TRN: Please state your UK Teacher Reference Number (TRN) or provide full details of any other national teaching licenses you hold (including country of issue, license number, and validity)	
DBS / Criminal Record Check: (If applicable)	Certificate Number:
	Date of Issue:
Do you have the legal right to work in Thailand?	☐ YES ☐ NO
If Yes, and there are conditions attached:	Visa Type:
	Expiry Date:
Do you have a 5 year Thai teacher license?	☐ YES ☐ NO

2. FAMILY & DEPENDENTS INFORMATION

Marital Status: Note: Group health insurance covers spouses under 65 years of age only.	

Do you have children? (if yes please answer the questions below)	☐ YES ☐ NO		
Number of Dependent Children:		Ages of Dependants:	
Please list your child's skills, interests, talents, school awards received (e.g. sport, music, membership of clubs, school team etc.).			
Has your child ever been placed in a class above or below his/her chronological age?	☐ YES ☐ NO		
Have your child ever been selected by his/her current school or previous school to participate in any extension activities for special talents or abilities?	☐ YES ☐ NO		
Extra-curricular and co-curricular activities: (Please list the additional activities your child has participated in either at school or outside of school (starting with the most recent first).			
Has your child ever been seen by an Educational Psychologist / Occupational Therapist / Psychiatrist / Counsellor / Speech Therapist / other specialist?	☐ YES ☐ NO		
Has your child ever received any special help or ever attended special classes for any learning, social, emotional or behavioural difficulties?	☐ YES ☐ NO		

3. EDUCATION AND QUALIFICATIONS

(please state most recent first and continue on a further sheet if appropriate)

Important Notice: King's is fully committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

As part of the School's safer recruitment procedures, applicants are required to provide the information requested in this form. Please note that additional information, supporting documentation, and professional references may also be requested at any stage of the recruitment process to help us fulfil these safeguarding checks.

1.	*** Dates of Attendance** (From - To: Month/Year)	
	Name of Institution:	
	Qualifications Obtained Degree Title: Major: Class of Degree: (if applicable)	

2.	*** Dates of Attendance** (From - To: Month/Year)	
	Name of Institution:	
	Qualifications Obtained Degree Title: Major: Class of Degree: (if applicable)	
3.	*** Dates of Attendance** (From - To: Month/Year)	
	Name of Institution:	
	Qualifications Obtained Degree Title: Major: Class of Degree: (if applicable)	
4.	*** Dates of Attendance** (From - To: Month/Year)	
	Name of Institution:	

	Qualifications Obtained Degree Title: Major: Class of Degree: (if applicable)	

4. EMPLOYMENT HISTORY (please continue on a further sheet if appropriate)

Current / Most recent employment (If not applicable please state reason, e.g. school/university leaver)

Name and Address of Employer / School			
Position			
* Dates Employed (From - To: Month/Year)		*Contract End Date:	
Salary		Notice Period Required:	
Main Responsibilities & Duties:			
Please state briefly your reasons for wishing to leave:			

4.1 PREVIOUS EMPLOYMENT

(Please list your employment history, starting with your most recent role first. If you have any additional information, please feel free to create an additional section separately.) **Please note:** dates of employment should include both month and year.

	*** Dates Employed** (From - To: Month/Year)	**Position**	**Name and Full Address of Employer / School** (including Country)	**Reason of Leaving**
1.				
2.				
3.				
4.				

Employment Gaps (if applicable)

Please account for any gaps in your employment history. State the start/end dates (Month/Year) and provide a brief explanation of your activities during these periods.

	(From - To: Month/Year)	Reason / Description of Activities
1.		
2.		
3.		

5. EXTRA - CURRICULAR CONTRIBUTION

Proposed Contributions to Extra-Curricular Activities (ECA):

6. INTERESTS

Please list other (outside) activities or interests, membership of organisations, or commitments to public duties.

7. CONNECTION TO THE SCHOOL

Do you have any connection to King's? If so, please state what the connection is.

8. HEALTH INFORMATION

Have you ever been seriously ill or contracted a contagious disease?	☐ YES (explain) ☐ NO

9. PROFESSIONAL / ACADEMIC REFEREES

You are required to provide **three referees.** At least one of these must be the **Head of School of your current or most recent school,** regardless of whether you have worked directly with them or not. At least one of the other two referees must also be a Head of School from the last ten years, and all referees must be senior personnel with appropriate authority.

If your current or most recent employment did not involve work with children, your second referee (where possible) must be from a recent employer where you worked directly with children.

Please note that referees must not be relatives, nor individuals known to you solely in a personal capacity (e.g., as friends or peers). Kindly provide full contact details for all referees, including their email addresses.

The School may wish to take up references during any stage of the recruitment process. Please indicate below whether or not this is acceptable to you.

Are we able to contact this referee during the recruitment process?	☐ **YES** ☐ **NO**
Preferred Title	
Name	
Position/Job Title	
Organisation	
Address	
Telephone Number *(and extension if available)*	
Email	

Are we able to contact this referee during the recruitment process?	☐ **YES** ☐ **NO**
Preferred Title	
Name	
Position/Job Title	
Organisation	
Address	
Telephone Number *(and extension if available)*	
Email	

Are we able to contact this referee during the recruitment process?	☐ **YES** ☐ **NO**
Preferred Title	
Name	
Position/Job Title	
Organisation	
Address	
Telephone Number *(and extension if available)*	
Email	

CONFIRMED DATA TO BE ACCURATE

I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appointment or after appointment could lead to a disciplinary action or dismissal. I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

☐ **YES** ☐ **NO**

I certify that the information given in this application and in the supporting documents is accurate and complete. I understand that any false or misleading statements will result in the rejection of the application, or the need to review my child's smooth transition through the school if they have already been admitted.

I understand and agree to the Terms and Conditions of the Schedule of Fees and Charges that no refund of the deposit will be given unless one full term's notice is submitted in writing on the Withdrawal Form to the Executive Principal.

Please note:

1. If parents are not living together, please attach copies of any legal documents relating to the care of this student.
2. In the case of parent separation both parents must accept responsibility for school fees.

☐ **YES** ☐ **NO**

BENEFITS ACKNOWLEDGEMENT

I understand and agree to the standard candidate benefit terms provided by King's College School Bangkok, including medical insurance coverage provided only for employees and their spouses up to 65 years of age.

☐ **YES** ☐ **NO**

HOW WE USE YOUR INFORMATION

King's College School Bangkok is one of a number of overseas sister schools of King's College School. Please specify YES or NO , if you are happy for us to share your application with King's College School Wimbledon International and its international partners should suitable opportunities arise in its other overseas schools.

☐ **YES** ☐ **NO**

10. LETTER OF APPLICATION

Please write your Letter of Application in the space provided below, addressed to the Executive Principal. Your letter should be no longer than 500 words (or approximately one side of A4).

Signed: ______________________________________

Date: ______________________________________