



## APPLICATION FORM

**CONFIDENTIAL**

At BSGC, we use safer recruitment practice and pre-employment checks to maintain the highest standards of safeguarding and child safety.

The completed BSGC application form is an important component in safer recruitment. Full and honest disclosure in this process is essential with this signed application form being confirmation of full disclosure.

Complete all sections of this form in black ink or typeface to enable photocopying of the form. Do not send your Curriculum Vitae (CV) or any Testimonials unless requested.

Please e-mail the completed form to [recruitment@bs-gc.net](mailto:recruitment@bs-gc.net)

<b>Job Applied</b>	
--------------------	--

PERSONAL DETAILS			
<b>Full Name</b>			
<b>Birthdate (dd/mm/yy)</b>			
<b>Home Address</b>			
<b>Contact Address</b>			
<b>Nationality</b>			
<b>DNI or NIE Number</b>		<b>Passport Number</b>	
<b>National Insurance No</b>			
<b>Telephone (Mobile)</b>			
<b>Contact Email Address</b>			

RELATIONSHIPS	
<b>Are you related to an employee or governor of the school?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, please state relationship</b>	

NOTE: Canvassing will lead to disqualification for appointment





## REFERENCES

Please provide the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer.

References will be sought prior to interview; the references will ask your current/previous employer/tutor about any disciplinary offences relating to children.

	CURRENT (MOST RECENT) EMPLOYER	PREVIOUS EMPLOYER
Please tick this box if you do not want this referee to be contacted prior to interview	<input type="checkbox"/>	<input type="checkbox"/>
Referee name		
Job Title (if applicable)		
Organisation		
Address		
Postcode		
Telephone Number		
Email Address		
Capacity in which you know the referee		
Is the referee your relative or partner YES <input type="checkbox"/> NO <input type="checkbox"/>		

## WORKING WITH CHILDREN

I confirm that I am not barred or prohibited from working with children. I understand that it is unlawful for the school to employ anyone who is barred in this regard and it is a criminal offence for any person who is barred to apply for a position at a school.

I **confirm** and **acknowledge** this statement

## BSGC RECRUITMENT COMPLIANCE REQUIREMENTS

The BSGC recruitment process must comply with British and Spanish laws and regulations, and as such requires that key documentation be received by the school before employment can commence. This documentation includes:

- application form
- references
- background checks
- verification of identity and right to work in Spain
- self-certified medical fitness for work

If the school offers you employment or a voluntary position, you will not be allowed to commence work until all the required documentation is received. Please help us to comply with this requirement by submitting your documentation promptly.

By checking the following box, I **confirm** that I have read and understand this requirement

## SELF – CERTIFICATION OF MEDICAL FITNESS FOR POST

By checking the following box I confirm that there is no medical or health reason known to me why I cannot be employed at The British School of Gran Canaria in the position applied for. I am not aware of any medical reason that would prevent me from carrying out all professional duties related to my role

I **confirm** this statement

## CRIMINAL CONVICTIONS DISCLOSURE

As part of our commitment to safeguarding and promoting the welfare of children, all applicants are required to disclose any criminal convictions, cautions, or disciplinary procedures, in accordance with applicable legal requirements. Any offer of employment will be subject to satisfactory background checks, including verification of the provided information.

I confirm this statement

## DATA PROTECTION STATEMENT

The Controller for the processing your data is C.E. BRITANICO DE LAS PALMAS. The purpose is management of the application to work in the center. The legitimacy for the use of your data is based on the consent of the interested party. No data will be transferred to third parties, except legal obligation. The data will be destroyed once you communicate your withdrawal and / or after the application process has ended. International data transfer or profile analysis will not be carried out. The individuals may exercise their rights of access, rectification, erasure, restrict processing and portability contacting with C.E. BRITANICO DE LAS PALMAS at the following address: Crta. Tafira to Marzagán s / n, El Sabinal, 35017 Las Palmas de G.C., LAS PALMAS. Likewise, you can file a claim with the Spanish Data Protection Agency if you consider that your rights have been violated. You can consult / request extended information about data protection in Crta. Tafira a Marzagán s / n, El Sabinal, 35017 Las Palmas de G.C., LAS PALMAS. E-mail: [oficina@bs-gc.net](mailto:oficina@bs-gc.net)  
DPO's e-mail: [dpo@bs-gc.net](mailto:dpo@bs-gc.net).

I consent and agree

## SIGNED DECLARATION

I declare that the information given in this application form is correct and complete.

<b>DATE</b>	
-------------	--

NOTE: False statements or failure to disclosure any information requested in this application form may disqualify a candidate. Discovery after appointment may lead to dismissal or disciplinary action by the School Governors.