

Thank you for making this application for the post of Bilingual Assistant to the Head of Primary at the British Section, Lycée International, Saint-Germain-en-Laye, France.

Please ensure that you complete **ALL** sections of the form, in particular all your contact details. Please note that providing false information will result in your application being rejected, or withdrawal of any offer of employment, or summary dismissal. Checks may be carried out to verify the contents of your application form.

References

Referees will normally be contacted prior to interview. Referees should be able to write about you in a professional capacity. One of your referees must be your current employer. If there are particular circumstances, please indicate this clearly in section 8 below.

We look forward to receiving your application form accompanied by a letter of motivation.

Post applied for: Bilingual Assistant to the Head of Primary

Closing date for receipt of applications: Monday 26th May 2025

Section 1 – Personal Details

Title:	Forename(s):	Surname:								
Home address:	Former names:									
Postcode	Preferred name:									
	National Insurance Number:									
	Work telephone: Email address:									
Home telephone:	Are you currently eligible for employment in the EU? Please provide details:									
Mobile:										
Email address:										
Do you have Qualified Teacher status?	Teacher's RP Number (if applicable): <table border="1"><tr><td></td><td></td><td></td><td>/</td><td></td><td></td><td></td><td></td></tr></table>					/				
			/							
	Full address:									
	Email:									
	Telephone contact number:									
Name of current employer:										
Status (e.g., Head / Chair of Governors):										
How long known to you?										

Present Post (Title):		Date appointed:
Name of School/place of work and address:		
Postcode:		
Type of school: e.g., independent, international, maintained, academy etc	Age Range:	N° on roll Boys/girls/mixed
Current salary (please state currency)		
Do you receive any employee benefits?		
Notice period (please state when you would be able to take up employment, if offered)		

Section 3 – Education			
Institutions attended	Dates		Qualifications
	From	To	
Secondary Education (School/College) Name of institution and brief address:			GCSE or equivalent, with grades A Levels or equivalent with grades
Higher Education: University, Polytechnic or College: Name of institution:			Main subject(s): Dates of attendance, degree and date awarded: Class of degree:
Post Graduate Education			
Further post graduate study	From	To	Qualification and date of award Date of award

Section 4 - Previous Employment Held (most recent first)						
Full name of School and brief address	B/ G/ Co-ed	Age Range	N°s on Roll	Post Title	Full/ part time	Dates
						from/ to

Section 5 - Details of any Voluntary Employment and any periods not in work (including childcare)				
Employer	Position Held	Job Description	From	To

Section 6 - Relevant In-Service Training Courses attended over the last two years				
Title	Organising Body	Dates		Duration
		From	To	

Section 7 – Relevant professional responsibilities and achievements and other comments relevant to this application (up to 300 words)

Section 8 – References One referee must be your current employer, if applicable (see section 1)	
Referee 2	Referee 3
Name: Organisation: Address: Occupation: How known to you? Telephone Number: Email Address:	Name: Organisation: Address: Occupation: How known to you? Telephone Number: Email Address:

Please indicate any dates you will <u>not</u> be available for interview:
--

Please complete this form and sign it electronically. (Long-listed candidates will be asked for a hard copy).

Signature:

Date:

Please send the completed form, together with a letter of motivation of not more than 2 sides of A4, point 12, to the Head of Primary, Susan Woodward, at primary.admin@britishsection.fr by the closing date mentioned at the top of this form.

Suitable candidates may be interviewed before the closing date and the British Section reserves the right to withdraw the position if an early appointment is made.

The British Section is committed to safeguarding and promoting the welfare of children. Applicants undergo enhanced child protection screening relevant to the post, including checks with past employers.

Thank you for completing and submitting this application.