

ANDERSEN INTERNATIONAL SCHOOL, MILAN

APPLICATION FOR A POST AT ANDERSEN INTERNATIONAL SCHOOL

Thank you for your interest in working at Andersen International School. Also, please see our website www.andersenschool.it and <https://www.cobis.org.uk/schools/cobis-schools>. Please read the following notes before sending your application.

Andersen International School appoints **teachers** for children aged 18 months to 14. Teachers of Nursery children must have a suitable **nursery qualification**. The school appoints assistants to help in EYFS (children up to 5) and EAL teachers to work as assistants/EAL teachers in KS1, KS2 and KS3 (children aged 5-14).

Teachers must be mother-tongue-English and have QTS. We welcome NQTs, but please note that it is not possible to do your induction year at our school. We particularly welcome teachers who have initial training in the English National Curriculum.

EAL teachers must be mother-tongue-English and have a relevant qualification.

Assistants must be either mother-tongue English OR have a **high** standard of English. **Assistants** must also have either a relevant child care/nursery qualification or a suitable degree.

P.E. and Music teachers should have a relevant qualification. They may be Italian, but preferably should speak good English.

N.B. Applicants should be living in the EEC. Applications from Australia, Canada, New Zealand, South Africa and USA etc. can only be accepted if the teacher already has *Permesso di Soggiorno* (a work permit).

All new teachers are given a one-year-contract in the first instance. Hours of attendance are 8.30 until 4.30. Occasionally there is a later meeting. Attendance is also required at a number of parent evenings during the year and at the *International Day* which is usually held on a Saturday in September. In service training is held on staff days, which usually occur at the beginning or end of term, particularly the end of August/beginning of September and the end of June.

Interviews can be held by phone. The second interview may be held in Milan, London, or possibly by Skype.

Please complete all sections of this form and attach a photo.

Please send this application form together with your updated CV by email to jobs@andersenschool.it.

NAME _____ **SURNAME** _____

DATE OF BIRTH _____

NATIONALITY _____

ADDRESS _____

➤ HOME TELEPHONE NUMBER (with international code) _____

➤ MOBILE NUMBER (with international code) _____ E-MAIL _____

➤ For which job are you are applying? (Delete those not applicable)

TEACHER EAL TEACHER ASSISTANT ITALIAN
TEACHER PE TEACHER MUSIC TEACHER

➤ WHERE DID YOU FIND OUT ABOUT THE VACANCY?

COBIS website UNIVERSITY website ANDERSEN website
 OTHER (please specify _____)

➤ ARE YOU ENGLISH-MOTHER-TONGUE? YES/ NO

If "NO", do you speak good English? _____ Please state any language certificates _____

➤ ARE YOU EUROPEAN (from EU)? YES/ NO

➤ IF YOU COME FROM OUTSIDE THE EEC DO YOU HAVE
Permesso di Soggiorno YES/ NO and a WORK PERMIT YES/ NO

TEACHERS and GRADUATES:

Please give details of your initial training. Indicate NA if not applicable.

➤ UNIVERSITY

➤ IN WHICH COUNTRY IS THIS?

➤ DETAILS OF YOUR COURSE

➤ WHAT WAS YOUR MAIN SUBJECT?

➤ DEGREE

➤ DATE OF QUALIFICATION AS A TEACHER

➤ TEACHER'S REFERENCE NUMBER

➤ AGE RANGE FOR WHICH YOU ARE QUALIFIED

➤ TEACHING PRACTICE/UNPAID TEACHING EXPERIENCE:

Name of school	ages taught	dates
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➤ EMPLOYMENT AS A TEACHER

Name of school	ages taught	dates
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ASSISTANTS/NURSERY NURSES: Please give details of your training:

➤ COLLEGE/TRAINING ESTABLISHMENT

➤ QUALIFICATION YOU RECEIVED:

➤ DATE OF QUALIFICATION

➤ OTHER RELEVANT WORK WITH CHILDREN OR YOUNG PEOPLE

➤ DO YOU HAVE EAL EXPERIENCE? Give details

➤ DO YOU HAVE AN EAL/EQUIVALENT CERTIFICATE?
Please give details.

➤ ARE YOU IN GOOD HEALTH?

➤ DO YOU SMOKE? (Please note the school is a non-smoking area)

➤ HAVE YOU HAD A CRB check?

Details of two referees. These should be the Head of your present school and a senior person, who knows your work well, from a previous school. NQTs should give their tutor as a reference. Assistants should give details of two recent employers.

REFEREE 1

Name

Post held

Address

Telephone number

e-mail address (essential)

REFEREE 2

Name

Position held

Address

Telephone number

e-mail address (essential)

Please write below a personal statement/letter of application, saying why you want to work at Andersen International School. It would be helpful if you could also indicate any school responsibilities you have had, whether or not this was a promoted post.

I declare that, to the best of my knowledge, all the above statements are true.

Signature

date