

ISG application form

Save document as 'lastnamefirstnameISG.doc' and mail to:

Maija Lusher at info@isg-ghent.org

(1) Personal information

Last name:

First name:

Address:

Postal code:

City:

Country:

Date of birth :

Nationality :

Mobile phone :

Email :

Work Permit

Do you have permission to work in Belgium? Yes No

If you require a work permit/visa, please explain:

(2) Qualifications

Level of education: Bachelor Master Other (please explain)

Diploma:

Year of graduation:

Additional relevant diploma, degree or certificate:

Year of graduation:

Additional relevant diploma, degree or certificate:

Year of graduation:

In-service training followed (if relevant for the function) – Please mark content, duration and year.

(3) Professional career

Employer	Function	Period	
		from	until
		from	until
		from	until
		from	until
		from	until
		from	until

(4) Description of competencies/experiences

Please describe your experience to date and how it relates to the position you are applying for.

Languages

A good level of English and a good level of Dutch is required for the position. Please tick your level of language proficiency for the languages below:

Language level:*

English: level B1 level B2 level C1 level C2 native speaker
Dutch: level B1 level B2 level C1 level C2 native speaker

If applicable, other languages:

level B1 level B2 level C1 level C2 native speaker
level B1 level B2 level C1 level C2 native speaker
level B1 level B2 level C1 level C2 native speaker

Please indicate on what basis (certificate, assessment, practice etc.) you have indicated the above levels:

D. References

*Please indicate the details of at least **1 referee** who we can contact. Include their up-to-date contact details (email and phone numbers are sufficient), and their relationship to you. These referees should*

have worked closely with you and be able to make specific comments on your suitability for the position.

*If possible, please include at least **one written reference** with your application from someone who you have worked with.*

(5) Additional Information

Health

Do you have any known condition that may affect your ability to efficiently and effectively carry out the duties, functions and responsibilities required for this teaching position?

NO YES – please specify

Convictions Against the Law

Have you ever been convicted of any offence, excluding minor traffic offences?

NO YES – please specify

Declaration

This application is submitted on the understanding that any information given is for the use of the employer (International School Ghent). I hereby give permission for ISG to make enquiries of my past or present employer(s), colleagues, or any other person who may assist in establishing my suitability for the position.

I certify that the information contained in this application and my curriculum vitae is, to the best of my knowledge, correct.

Signed: _____ Date: _____

***Clarification**

Level A – Basic user

A1

Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

A2

Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.

Level B – Independent user

B1

Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

B2

Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

Level C – Proficient user

C1

Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.

C2

Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.

* http://www.coe.int/t/DG4/Portfolio/?M=/main_pages/levels.htm

GDPR Compliance Notice

As part of any recruitment process, International School Ghent (ISG) processes personal data relating to job applicants. ISG is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

ISG collects a range of information about you. This includes: your name, address and contact details, details of your qualifications, skills, experience and employment history; health and criminal convictions.

ISG may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We may also collect personal data about you from third parties, such as references supplied by former employers.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

We need to process data to take steps at your request prior to entering into a contract with you. We need to process your data prior to, or when entering into a contract with you. In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the EU before employment starts.

ISG has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and teaching staff, interviewers involved in the recruitment process.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

If your application for employment is unsuccessful, we will hold your data on file for a further 12 (twelve) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.