



**PLEASE 'MAKE COPY'**

NOTE: All candidates must complete this application form along with CV.  
Applications in English accepted only.

**PLEASE 'MAKE COPY' AND SEND THE COMPLETED FORM AND CV TO:  
admissions@summerhill.jp**

Post applied for	
Surname	
Forename(s)	
Address	
Telephone number	
Email contact	

Degree(s) / Diploma(s) / Teaching Qualifications	Date awarded	University/College

Teaching qualification is in: (e.g. pre-five, primary)	
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Present employer:	
Affiliated school email address (for work reference)	

Present post:	
Name and address of school:	
Date appointed:	
Main duties:	
Reason for leaving:	



Summerhill International School  
2-13-8 Moto Azabu  
Azabu House  
Minato ku, Tokyo, Japan 104-0046  
Email: admissions@summerhill.jp

**Previous employment** (Please list all previous employment in **chronological order** giving details of schools, dates in post and main duties. Any relevant non-teaching employment may be included.)

Date		Name of school	Position held
From	To		



**Teaching & learning** (Give examples of how you have demonstrated your ability to contribute to the development and delivery of a curricular programme that may cover more than one subject area or an area with a wider school focus.)

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**Quality assurance & school improvement** (Give examples of how you have demonstrated your ability to contribute to the development, promotion and implementation of the school's arrangement for quality assurance and school improvement.)

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**Implementation of student support** (Give examples of how you have demonstrated your ability to contribute to the development, promotion and implementation of school policies and procedures.)

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**Contribution to positive school ethos** (Give examples of how you have demonstrated your ability to contribute to the promotion and development, of a positive and safe learning environment)

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**Partnership working** (Give examples of how you have demonstrated your ability to communicate and collaborate with members of the school community.)

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**Personal and professional development** (Please describe any major personal and professional development activities which you have undertaken in the past 5 years. NOTE: You may wish to attach a copy of your continuing professional development portfolio to this application.)

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**Other information** (Please give any other information you consider relevant to your application)

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Date: \_\_\_\_\_



## DECLARATION OF FULL DISCLOSURE

Confidential to New International School  
Applicant declaration of full disclosure for school employees

Name (including aliases):

Address:

email:

telephone:

Post applied for:

Please respond to each of the questions below. You may opt for a discussion with the head teacher or the head teacher's delegate rather than answering one or more of the questions.

1. Have you ever been charged with a criminal offence? Yes  No   
*If yes, please provide details:*

2. Have you ever received a written warning or been dismissed following allegations of improper or professional conduct or unsatisfactory work performance? Yes  No   
*If yes, please provide details:*

3. NewIS recruitment process includes asking referees whether there are any child protection concerns in your regard.  
Do you foresee any problem arising from this process? Yes  No   
*If yes, please provide details:*

**Evidence of a criminal history, that may be unrelated to any risk of harm to children, will not automatically preclude a person from being or remaining employed.**

The requirement for full and honest disclosure during the screening process shall be a condition of initial and ongoing engagement. In signing this form you declare that, if you are successful in your application you will notify the NewIS Head of School should there be a significant change in your circumstances that relates to the screening process; for example, criminal offence charges and convictions, restraining orders, injunctions, intervention orders, disciplinary proceedings and investigations. Failure to do so, may constitute immediate dismissal and/ or legal action.



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Name (printed)
Signature:
Date:

**IF YOU WISH YOU MAY ATTACH REFERENCES**

In line with the New International School commitment to child protection, please provide at least **one** current referee whom we will contact directly to confirm your suitability to work with children and young people should you be hired by New International School (Usually the referee should be your most recent employer; if this is not the case please clarify the reasons below in 'other information')

Name	
Position	
Organisation and address	
Telephone number	
Email contact	
Other information	