**BEAM Education Foundation**

**Application Form**

**Please complete this form in and return it on or before the closing date specified in the advertisement. Late applications will not be considered.**

**POSITION’S DETAILS**

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| --- | --- |
| **Position Title:** |  |
| **Program:** |  |
| **Contract Duration:** |  |

**APPLICANT’S DETAILS**

|  |  |
| --- | --- |
| **Full name:** |  |
| **Address:** |  |
| **E-mail address:** |  |
| **Mobile:** |  |

**YOUR QUALIFICATIONS**

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| --- | --- | --- | --- |
| **Level e.g. Degree** | **Subject / name of course** | **Institution/University** | **Grade (GPA)** |
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**EMPLOYMENT HISTORY**

List your previous employment organization starting with your current or last organization.

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| --- | --- | --- | --- | --- |
| **Employment organization’s name and address** | **Dates** | | **Position held** | **Main duties** |
| **From** | **To** |
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**HOW DO YOU MEET THE CRITERIA FOR THIS POST?**

To complete this part, please refer to the ’Role Specification’ section of the Job Description which outlines what the successful candidate will need to demonstrate. Explain how you satisfy the essential and desirable job criteria for this post. Please cover all the criteria individually.

**ESSENTIAL CRITERIA**

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**DESIRABLE CRITERIA**

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**REFERENCES**

List the names and contact details of two persons who are willing to provide references for you. One should be your current or last employer. They should know you, but not be members of your family and should be qualified to give an opinion about how you are suitable for this post. Please note that we will not contact your current employer for a reference unless we offer you the post.

|  |  |
| --- | --- |
| **First referee** | **Second referee** |
| Name: | Name: |
| Address: | Address: |
| Occupation: | Occupation: |
| Position: | Position: |
| Organization: | Organization: |
| E-mail: | E-mail: |
| Telephone: | Telephone: |

**SPECIAL REQUIREMENTS**

Please tell us about any special arrangements or adjustments that you may need us to put in place for you in the event that we invite you to interview.

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**ELIGIBILITY TO WORK IN THAILAND**

Do you have the right to remain in Thailand and take up employment with no current immigration restrictions?

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Please provide details on immigration status in Thailand (If any)

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**DECLARATION**

I declare that this application form has been completed by me and all the information I have given is true to the best of my knowledge and belief. I understand that if I have given any information, I know is false, or if I withhold any relevant information, it may lead to my application being rejected, or if I have been appointed, to my dismissal.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:\_\_\_\_\_\_\_\_\_\_\_\_**

**BEAM Education Foundation Candidate Privacy Notice**

At BEAM Education Foundation, we recognise the importance of respecting your personal data. This privacy notice sets out the basis on which any personal data that you provide to us will be processed by us.

As the Data Controller, we will store and process the personal data you provide for the purposes of recruitment and equal opportunities monitoring on the basis of our legitimate interest.

Your information will only be disclosed to those involved in the recruitment process within BEAM. Information will not be disclosed to anyone outside the organisation (except for the purpose of requesting references and checking the accuracy of the information provided) without your consent.

We will store your information securely on our HR management system for up to six months after your last contact with us, unless we advise you that we are keeping you on a reserve list. In this instance we will hold your data for twelve months.

We will ask you to confirm agreement with the following statements when you submit your application:

* I certify, that to the best of my knowledge, the information I have provided on this form is true and accurate. I understand that any false, incomplete or misleading statements may lead to the withdrawal of any offer of employment, or to my dismissal if these are discovered once employed.
* I consent to BEAM contacting me if any other vacancies arise that may be of interest to me based on the information I have provided in this application.
* I give permission to BEAM to seek clarification regarding professional membership or qualifications where applicable, and to seek references if I am offered employment or a volunteering opportunity.