



RAMAKRISHNA MISSION, BABUPARA, IMPHAL (W)

Application form for Ramakrishna Mission School, Imphal (RKMS) <i>When completed, please return by email to recruitment.rkmschool@gmail.com or submit hard copy along with the CV</i>		
Safeguarding – RKMS is committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process. Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken: your application will be taken no further, an offer of employment will be withdrawn, disciplinary action leading to dismissal will be taken (if employment has commenced). You are required to say whether you have any convictions, cautions, reprimands or final warnings.		
1	Position applied for	
Personal details		
2	Title	
3	Given name(s)	
4	Family name	
5	Former name(s) if name is changed	
6	Have you changed your name for any reason in the past? Please give details and reasons.	
7	Father's Name	
8	Emergency contact number	
9	Marital status	
10	Date of birth	
11	Nationality	
12	Telephone number	
13	Email address	
14	Current address	
15	Teaching qualification/s	
16	Are you related to or do you maintain a close relationship with an existing student, employee, volunteer, admin. Yes / No If yes, please provide details.	
17	Have you previously applied for a role at this school? Yes / No If so, please provide details.	

Current or most recent employment							
18	Current/most recent employer						
19	Current/most recent employer's address, including city and country						
20	Current/most recent job title						
21	Date started						
22	Date ended						
23	Brief description of responsibilities						
24	Reason for seeking other employment						
25	Current salary						
26	Current benefits						
27	Notice period						
28	Complete employment history Please start with the most recent and please add extra rows if necessary.						
	Dates (Month Year)		Name and address of employer	Position held and/or duties	Reason for leaving		
	From	To					
29	Gaps in your employment Please provide details of any gaps in your employment history, e.g. a sabbatical year or parental leave.						
	Dates (Month Year)		Reason for gap	Address/location during gap			
	From	To					
30	Education Qualifications Please start with the most recent and please add extra rows if necessary.						
	Name of school/ college/ university	Dates (Month Year)		Examinations			
		From	To	Name of course	Result	Date	Awarding body
31	Undergraduate and Postgraduate						
32	School and Further Education						

33	Professional qualifications Please start with the most recent and please add extra rows if necessary.						
	Name of college/ university	Dates (Month Year)		Examinations			
		From	To	Subject	Result	Date	Awarding body

Professional development	
Please provide details of any vocational qualifications or skills that you possess, or training that you have received, which you consider to be relevant to the role for which you have applied.	
Interests/Extra-curricular activities	
Please provide details of any interests/extra-curricular activities in which you have been involved.	
34	Family details
Title of spouse/partner	
First name of spouse/partner	
Surname of spouse/partner	
Gender of spouse/partner	
Nationality of spouse/partner	
Profession of spouse/partner	
Details of children (please list gender and date of birth)	
Is your spouse/partner also seeking employment at the school?	
35	Criminal records
Have you received a conviction (or a caution, reprimand or final warning from the police) for any criminal offence?	
Have you ever been convicted of (or received a caution, reprimand or final warning from the police for) a drug-related offence?	
Is there any relevant court action pending against you?	
If you have answered "Yes" to any of the questions above, please provide full details here:	
36	References
Please supply the names and contact details of two people who may be contacted for references. One of these must be your current or most recent head teacher/employer/ manager. If your current/most recent employment does/did not involve work with children, then your second referee must be from the employer with whom you most recently worked with children. No referee should be a relative or someone known to you solely as a friend, and they must be someone to whom you report(ed) - not a peer colleague. References for shortlisted candidates will be taken up before the interview.	
Referee one	
Name	
Position	
Working relationship to you	
Address	
Contact number	

Email	
Referee two	
Name	
Position	
Working relationship to you	
Address	
Contact number	
Email	
Diversity, Equity, Inclusion, Justice & Belonging	
Ramakrishna Mission School (RKMS), is committed to fostering an educational environment that celebrates diversity, promotes equity, ensures inclusion, and upholds justice for all members of our school community. This policy outlines our commitment to creating a fair and equitable learning environment that respects the dignity and rights of all individuals following Indian constitutional values and international best practices.	
Recruitment policy	
All applicants must fully complete an application form containing questions about their academic and employment history and their suitability for the role; candidates might also choose to submit a curriculum vitae in support of their application form. Applications will not be considered unless supported by a completed application form.	
37	Declaration
<ul style="list-style-type: none"> • I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge. • I confirm that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body. • I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. • I consent to the RKMS processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. • I consent to the RKMS making direct contact with the people specified as my referees to verify the references prior to interview. 	
Full Name:	
Signature:	
Date:	