

How to apply

Please use this document as a guide when applying for any openings in our international schools.

Working with the NLCS International group

The NLCS family of schools uses iCIMS to process applications. When you apply for a role at one of our schools, you will go through the following process. When clicking the 'apply for this role' link, you will be redirected to iCIMS to apply. You will need to enter your email address and read and accept the school's GDPR statement.

The next step is to create an account, you will need the following:

A copy of your CV	01
Your current address	02
A photograph (NLCS International school roles only)	03
A tailored cover letter for the role you are applying for, addressed to the school's principal	04



After creating your profile, you will be directed to complete two candidate forms:

Form one

An equal opportunity form to confirm you understand the school's policy.

Form two

An application form which must be completed as part of each school's commitment to safer recruitment.

The final step will involve completing some job specific questions before submitting your application. It is important that you keep your account details safe.

When applying for more than one role and applying again in the future, you will need to ensure that your cover letter clearly covers both roles. If you wish to apply again in the future for a different role, you will be able to log in to iCIMS again and update your cover letter and any details that may have changed in your application form.



References

As schools in the NLCS group are committed to safeguarding and safer recruitment practices, references will be taken for all shortlisted candidates prior to the interview. We ask for contact details of two people who may be contacted for references. One of these must be a candidate's current or most recent employer, represented by their headteacher or chair of governors.

Safeguarding and child protection

The school is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. This post is subject to satisfactory background and police checks. Full details are available in the school's recruitment, selection and disclosure policy alongside the procedure and safeguarding and child protection policy.

iCIMS Helpdesk

For any technical issues with our applicant tracking system please contact the iCIMS helpdesk:

UK Free Phone

US Toll free

+44(0)808 164 2563

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