

RECRUITMENT FLOWCHART

Teachers are the most important asset of any school and International Primary School Hilversum (IPS) is no exception. We are committed to serving the needs of all the teachers joining our community.

Depending on your country of origin and the passport(s) that you hold, you will need to follow (most of) these steps to get yourself settled in the Netherlands and ready to teach. *Let us know how we can help you.*



STEP I

Apply for a work visa (if not an EU citizen)

Foreign nationals who wish to work as a teacher in the Netherlands require a work permit, also known as a "TWV" (tewerkstellingsvergunning).

The purpose of the work permit is to regulate the Dutch labour market and ensure that the vacancies are filled by Dutch nationals or EU citizens before non-EU citizens.

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To obtain your work permit for teaching in the Netherlands, the following steps should be taken:

- A lawyer, paid by STIP Hilversum will apply for a work permit on your behalf. You will need to provide the lawyer with your personal information, and a couple of documents:
 - A copy of your contract
 - A copy of your DUO verification
- Documents you submit in the Netherlands, may require an apostille depending on your home country. This can take some time, so start the process as early as possible.
- After the relevant documentation has been completed, the lawyer will apply for the work permit at the Dutch Employee Insurance Agency (UWV) on your behalf. The application process typically takes around 5 weeks.



STEP II

Book a flight to the Netherlands

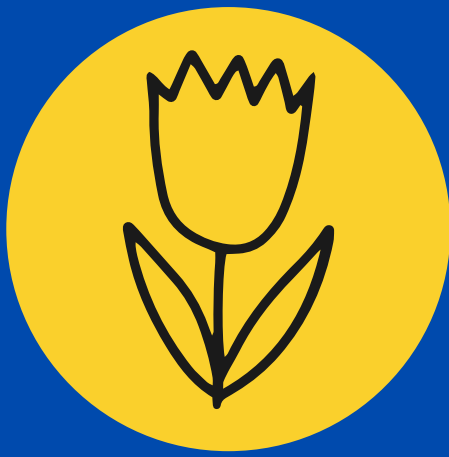
After you receive your visa approval, you can go ahead and book your flight. You should check with your airline and country of residence about any conditions that may apply to you. Carry with you in your hand luggage, all the documentation you have regarding your visa.



STEP III

Obtain a residence permit from the Immigration & Naturalisation Service (IND)

- You will be supported by an immigration lawyer to gather the required documents:
 - A valid passport
 - A copy of your contract
 - And some personal bio-data
- The lawyer will submit your application on your behalf.
- You will be invited to attend an appointment for an interview, fingerprinting, and other biometric data collection.
- The IND will review your application and within a few weeks you will be invited to collect your residence permit from an IND office.
- You can read more about it here: www.ind.nl



STEP IV

Apply for a BSN number

Your BSN number is your golden ticket. Once you have this, it will allow you to get almost everything else achieved when you move to the Netherlands. But...you can only apply for your BSN number *after* you arrive in the country.

Citizen service number (BSN)

The citizen service number (BSN) is a unique personal number allocated to everyone registered in the Personal Records Database (BRP). Everyone who registers with the BRP is automatically given a BSN.

Using your BSN

The government uses your citizen service number (BSN) to process your personal data. You can use your BSN for any government service in the Netherlands. You do not have to provide your data to each different government organisation – they can find it using your BSN.

You can read more about it here: <https://www.government.nl/topics/personal-data/citizen-service-number-bsn>



STEP V

Open a bank account with a Dutch bank

In order to open a bank account in the Netherlands, the following are required:

- Your BSN number
- Your passport
- Proof of address (i.e rental contract)
- Residency permits if you are coming from outside the EU.

BN AMRO and ING provide expat-friendly banking experiences that allow you to navigate their online banking in English.

STIP is only able to pay your salary into a Dutch bank account. If you are joining IPS from overseas, it is very unlikely that your first salary will be paid directly to you, it will need to be paid into a Dutch account and then transferred on to you.



STEP VI

Apply for health insurance through a Dutch insurance provider

Health insurance is mandatory for everyone living in the Netherlands.

You can compare Dutch health insurance here, which premium and the cover you pay for is your personal choice. The government decides on the cover provided by the standard package. All insurers offer the same standard package.

Healthcare insurers are obliged to accept anyone who applies for the standard insurance package and must charge all policyholders the same premium, regardless of their age or state of health.

The health insurance system in the Netherlands is based on the principle of social solidarity. Together, we all pay the overall cost of health care. Everyone contributes, for example, to the cost of maternity care and geriatric care.



STEP VII

Apply for your VOG (Certificate of Good Conduct)

The principal or Stip Hilversum will give a copy of this form that they have signed and given the official stamp.

- You will need to complete the personal information and submit the form.
- There is a cost (≈€40), keep your receipt, and submit it for reimbursement.
- Your VOG will take 2-4 weeks to come through.
- Email a copy of your VOG to the principal asap.
- STIP and the principal will keep a copy in your file, from time-to-time, you may be asked to apply for an updated VOG.

we learn, we experience, we inspire



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