



Position Applying For	
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First Name	Second Name	Family Name	Nick Name

START DATE/SALARY EXPECTATION

When can you begin working?	
What are your salary expectations?	

APPLICANT INFORMATION

Do you have any relatives working at one of our schools? Yes No

If yes, what is their name and school they are at? _____

Sex	Date of Birth	Place of Birth	Nationality
<input type="checkbox"/> Male <input type="checkbox"/> Female			

Present Sponsor:	Your Civil ID Number:

Your Home Telephone Number(s)	Your Mobile Number

Marital Status	Number of Children and Their Ages
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow	

EDUCATION

Education	School Name & Address	City, Country	Years Attended		Major	Degree & Year
			From	To		
High School						
University						
Other						

SICK LEAVE AND MEDICAL CONDITIONS

Consistent attendance is an essential duty of all staff. Frequent absences cause disruption to students, as well as place an unnecessary burden on fellow faculty/admin staff.

Please indicate how many days from work you missed last year due to illness: _____

Do you have any medical conditions that may cause you to be absent? Explain.

If you are female, are you currently pregnant?	Yes	No
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Are you currently taking any medications?	Yes	No
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If so, what are the reasons and what type of medication? Explain.

WORK EXPERIENCE

Current / Most Recent Employer	Job Title	Date Started	Date Finished	Salary & Other Allowances

Job Duties:	
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Reasons for Leaving	
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May we contact your former/present employer?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Employer contact information:	Email:	Tel:

Previous Company #2	Job Title	Date Started	Date Finished	Salary & Other Allowances

Job Duties:	
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Reasons for Leaving	
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May we contact your former employer?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Employer contact information:	Email:	Tel:

Previous Company #3	Job Title	Date Started	Date Finished	Salary & Other Allowances

Job Duties:	
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Reasons for Leaving	
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May we contact your former employer?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Employer contact information:	Email:	Tel:

Criminal History

Have you ever been charged or convicted in a court of law for an offense? YES NO

Are you now, or have you ever been, the subject of:



- A disciplinary investigation by your present or past employer?: or YES NO
- The subject of an investigation by police anywhere; or YES NO
- The subject of an investigation by a teacher’s registration authority anywhere? YES NO

If **Yes** to any of the above questions, you must confidentially declare details of this attached to your application in order to be considered for a position.

If **Yes** to the question regarding investigation by a teacher’s registration authority, please provide copies of documentation relevant to outcomes by the relevant teacher registration authority.

APPLICATION REQUIREMENT CHECKLIST

The following documents **must** be included in your application packet in the following order:

- Employment application form
- 1 page Cover Letter – 4 current pictures (blue background) stapled at the top right hand corner
- Resume/CV – full contact information, must include email and phone number
- Copies of Diplomas / Certificates / Transcripts and their attestation stamps
- Three Letters of Reference from school principals/managers where you held a similar job.
- Attested Police Clearance issued within the last three months
- Photocopy of the back and front of your civil ID *AND* a copy of your passport and residency stamp.

APPLICANT SIGNATURE

I affirm that all information provided on this application is true and complete. I understand that any false information that I have provided is grounds for immediate termination from a post that I may be appointed to and/or will nullify my employment contract.

Full Name:

Signature:

Date:
