Application Form

For employment with **PIAGET ACADEMY SCHOOLS**

Please complete all pages of this form fully and accurately where relevant. If there is not enough space, you may attach further details on a separate sheet. All applications will be treated in confidence. Please type or complete in BLOCK letters.

Title of job applied for : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teaching Subject/Level : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date available for employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary expected: USD \_\_\_\_\_\_\_\_\_\_\_

Name in English: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in Chinese (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: □ Male □ Female

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passport No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Telephone No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Skype ID : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACADEMIC ATTAINMENT (in chronological order)

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name of school/university | Qualification obtained (incl. subject specialisation) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

PROFESSIONAL QUALIFICATION (in chronological order)

|  |  |  |  |
| --- | --- | --- | --- |
|  From | To | Name of school/university/authority | Qualification / Teaching Licence |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

FULL EMPLOYMENT RECORD (in chronological order)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  From | To | Name of school/organisation | Position held | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Last drawn salary (per annum): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CO-CURRICULAR ACTIVITIES RECORD (in chronological order)

Please list the activities/sports/clubs you helped to coach/manage in your previous organizations/schools

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  From | To | Name of school/organisation | Activites/Sports/Clubs | Position Held (eg coach) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

GENERAL BACKGROUND INFORMATION

 You must give complete answers to all questions. If you answer “Yes” to any question, give a brief outline of the issue process and the update or outcome on a separate sheet of paper.

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| 1. Were you ever convicted of a criminal offence? |  |  |
| 2. Are you currently under charges and/or investigation for a criminal offence?  |  |  |
| 3. Have you ever previously been refused registration as a teacher, or ever been refused permission to teach, or having been so registered or given permission and yet had the registration or permission cancelled ? |  |  |
| 4. Have you ever been disciplined, discharged, or asked to resign from a prior position?  |  |  |
| 5. Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review? |  |  |
| 6. Has your contract in a prior position ever been non-renewed?  |  |  |
| 7. Have you ever been charged with or investigated for sexual abuse or harassment or another person?  |  |  |
| 8. Has someone ever accused you of assaulting/or abusing a child?  |  |  |

## Medical Details

|  |
| --- |
| Any current or past medical condition(s) which may affect your teaching responsibilities? If yes, please provide details. |
| Any current or past medical condition(s) which requires/required regular treatment? If yes, please provide details. |

REFERENCES

We may seek confidential reference on you once you are shortlisted for further consideration. Please provide details of two referees (preferably your former academic adviser/job supervisor) whom we can invite to comment on your academic / professional suitability for the post:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation/School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation/School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are offered an appointment, we will approach your employer to confirm details of your present/last employment. Please provide the particulars of the contact person of your \*present/last employer below:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation/School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## PARTICULARS OF SPOUSE & CHILDREN

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Relationship | Citizenship | Occupation |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

PASSIONS

|  |
| --- |
| What are your passions? |

ASPIRATIONS

|  |
| --- |
| What are your aspirations? (in the short term, eg 3 years and in the long run) |

FUTURE ROLES

|  |
| --- |
| If you are accepted, what other roles other than teaching do you wish to fulfil and how do you plan to achieve them? |

STRENGTHS AND WEAKNESSES

|  |
| --- |
| Highlight your strengths and weaknesses and any areas you wish to improve |

MENTORSHIP EXPERIENCES

|  |
| --- |
| Highlight any experiences you have in being an inspiring mentor  |

DECLARATION

I declare that the information on this form is true and accurate to the best of my knowledge and belief, and that I have not withheld any information as to my suitability for employment as a teacher.

I understand that providing incomplete or misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the job.

My name has not been placed on any list which disqualifies me from working with children.

I consent to the School making any necessary enquiries for purposes relating to recruitment and for the verification of the information given above.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date