



## Employee Application Form

### Applicant Information

Full Name: \_\_\_\_\_ DoB: \_\_\_\_\_  
*Last* *First*

Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_

*City* State/Country *Postal Code*

Nationality: \_\_\_\_\_ IC/ Passport Number: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Gender: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Shall you be travelling with dependents? If so, please provide details below (Name, Relationship & Age):

Name	Relationship	Age

### Education

High/Secondary School University entrance qualifications. Please indicate grade(s) achieved			Year:
Initial University or College attended		From:	To:
Degree taken	Subject:	Date:	Pass/Hons Class/Division:
Professional educational training following degree course, e.g. PGCE (give dates) – only complete if applicable.		From:	To:
College of Education (give dates of entering and leaving)		From:	To:
Details of Training (please state age range for which your educational training was designed as well as appropriate subjects if applicable)			
Further Post Graduate University courses studied	University Attended plus course studied:	From:	To:
Results (if known)			

Particulars of short in-service training you have attended in the past three years:

Date	Length of Course	Details of Course	Organiser

Please enter your employment experience in chronological order (part-time employment should be clearly indicated).

Date of Employment	Date Leaving	Reason for Departure	School and Post of Employment	No of pupils in school	Age Range
Current Position :					

If there are any periods above which have not been accounted for, please provide details below. The information provided in this form must provide a complete chronology from the age of 16. There must be no gaps in education, employment or other experiences.

Please outline why you are suited to a post at Straits International School (include your educational philosophy statement and suitability to the school's ethos and ways of working)

## References

Please list three **professional** references, including one which must be your current Headteacher/Principal.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (     )  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (     )  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: (     )  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

Please be aware that your experience shall be screened, and that the school reserves the right upon your application to contact all previous employers to check the provided dates you were employed and reasons for departure.

## Other Employment Related Information

Have you ever been convicted of a crime (other than traffic offences)? Yes No

I give authority to Straits International Education Group (SIEG) to contact all previous employers in order to conduct a CV screening Yes No

Have you ever been deported from a country of residence? Yes No

Do you currently know any member of staff working at SIEG, or are you affiliated with anyone within the wider school community? If so, please explain below Yes No

Have you ever been the subject of discipline for any child protection concern either in your work or personal life Yes No

I can hereby confirm that in no country am I, or have I ever been disqualified from working with children

In the event of a successful application, a DBS check (Disclosure and Barring Service) shall be required from the UK as well as a police check from your current county of residence (if applicable). By ticking the box, you agree to provide these documents if requested.

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my immediate termination.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_