

APPLICATION FORM FOR GENERAL STAFFING POSITION

|  |  |
| --- | --- |
| Post Applied For: *(Level & Subject)* |  |
| Primary School / Secondary School |  |
|  |  |

**1. PERSONAL DETAILS** *(please use block capitals*)

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  |  Preferred Title | Mr. / Ms. / Mrs. / Dr. / Prof. |
| **First Name(s)** |  |  Date of Birth  (Age) |  |
| Address: |  |   Marital Status  | Unmarried / Married |
|  No. of  Dependants (if any) |  |
| Postcode |  |  Date of Teaching  Qualification |  |
| E-mail address |  |   Country of  Qualification |  |
| Tel (Home) |  | Mobile No. |  |
| Tel (Work) |  | Fax No. |  |
| Passport No. / M’sian IC/ID No. |  | Nationality |  | No. of Years Teaching |  |

1. **EDUCATION AND ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | From | To | **Subject . Qualifications . Grades. Honours** |
| Secondary (post Age of 14)  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Higher Education**College / University | From | To | **Subject . Qualifications.** **Grades . Honours** | Date of Award |
| Basic Diploma / Degree qualifications |  |  |  |  |
| Teaching qualifications |  |  |  |  |
| Further postgraduatequalifications |  |  |  |  |

**3. PRESENT APPOINTMENT**  *(or most recent)*

|  |  |
| --- | --- |
| Post Held: |  |
| School / College Address: |  |
| Tel: |  | Email: |  |
| Number on Roll: |  |
| Date Appointed: |  |
| Date Employment ceased: (if applicable) |  |
| Employer: |  |
| Responsibility (Briefly describe responsibility if applicable) |  |
| Current or Final Salary: |  |
| Notice period required: |  |
| Consent to contact place of employment. | NoYes |

**4. PREVIOUS TEACHING APPOINTMENTS**  *(please start with most recent)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** & Name of school / college / other employer | **Status**Full-timeorPart-time | **Type of School / College** and age range | Number on Roll | Period of Service |
| From | To |
|  |  |  |  |  |  |

1. **PROFESSIONAL DEVELOPMENT**

*(please give details of courses attended in the last 3 years that are relevant to this application and indicate any awards earned)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Provider** | Duration | Dates | Awards*(if any)* |
|  |  |  |  |  |

**6. OTHER RELEVANT WORK EXPERIENCE**  *(please start with most recent)*

|  |  |  |
| --- | --- | --- |
| **Nature of Occupation** | **Employer** | Period of Service |
| From | To |
|  |  |  |  |

**7. INTERESTS** *(both professional and leisure)*

|  |
| --- |
|  |

**8. OTHER DETAILS**

|  |
| --- |
| NoYesHave you ever been convicted or have a case pending at any Court of Law? If “Yes”, please provide details: .……………………………………………………………..NoYesHave you been medically diagnosed with any mental illness or are suffering from a chronic medical condition or disability? If “Yes”, please provide details: .………………………………………………………………  |
| Will your spouse/partner and dependant(s) be joining you in Kuala LumpurYesYes Spouse/ Partner: Dependant(s): \_\_\_\_ person/s.NoNoNoYesIs your spouse/partner applying for a position at TiS? If “Yes”, please indicate what position: ……………………………………………………... |
| Date of Marriage: *(if applicable)*  |
| How did you get to know about the TiS job opening?  |

**9. DECLARATION**

|  |
| --- |
| I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and / or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal.**Name**: Signature: Date: |

**10. REFERENCES**

 **N.B.** References will only be sought for short listed candidates.

 The first reference should be your present or most recent employer

|  |  |
| --- | --- |
| **(i)** | **(ii)** |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Address: | Address: |
| Tel No: | Fax No: | Tel No: | Fax No: |
| Email: | Email: |
| If you were known to either of your referees by another name, please give details: |

All applications must be accompanied by a **Curriculum Vitae** and a **Letter of Application**.

**Tanarata International Schools**

Planters Grounds, 3½ mls Kajang-Serdang Rd., Kajang, 43000 Selangor, Malaysia.

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Email: admin@tanarata.net Web: [www.tanarata.net](http://www.tanarata.net)

Attn: Manager, Admin & Human Resources



**FOR OFFICE USE ONLY**

|  |  |
| --- | --- |
| Subject |  |
| Expat Malaysian |
| Teaching Qualif. Exp |
| Partner |  |
| YES KIV NO |
| Refs |