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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 postgraduate  qualifications |  |  |  |  |

**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. | No  Yes | | |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position**  &  Name of  school / college /  other employer | **Status**  Full-time  or  Part-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**

|  |
| --- |
| No  Yes  Have you ever been convicted or have a case pending  at any Court of Law?  If “Yes”, please provide details:  .……………………………………………………………..  No  Yes  Have 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 Lumpur  Yes  Yes  Spouse/ Partner: Dependant(s): \_\_\_\_ person/s.  No  No  No  Yes  Is 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.

Tel: +60 3 8737-7366 Fax: +60 3 8734-3848

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 | |