

Name:	
Title (Dr/Mr/Mrs/Miss/Ms/Other)	
Permanent (Home) Address:	Term Address:
Address:	Address:
City:	City:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Mobile:

Basic informations about yourself: (Write about the reason you chose our school, the purpose for being in the school, duration of service and any other preferences while being in this school)

Section 2
About your education and qualifications

Higher Education			
Educational Institution	Dates (From – To)	Subjects	Grades

Secondary Education			
Educational Institution	Dates (From – To)	Subjects & Examinations	Grades

Please list other qualifications and skills for example IT; languages; travel or work experience in other countries.

Remarks:

Hobbies and Interests

What are your leisure interests?

Section 3

About your past employment and work experience

Dates (From – To)	Name of Employer	Position held & Duties

I HEREBY STATE THAT THE INFORMATIONS PROVIDED ABOVE ARE TRUE AND THE MANAGEMENT HAS FULL AUTHORITY ON THE ACTIONS TO BE TAKEN DUE TO ANY FALSE DETAILS IN THIS FORM. I AM ALSO AWARE THAT I WILL BE ASSIGNED CERTAIN SCHOOL BASED WORKS SUCH AS DOING ADMINISTRATION WORKS, HELPING IN LAB SESSIONS, ASSISTING TEACHERS, MARKING BOOKS AND EXAM PAPERS WITH THE GUIDE FROM TEACHERS, HELPING IN LIBRARY RELATED MATTERS AND ANY OTHER TASKS THAT WILL ASSIGNED BY THE MANAGEMENT ACCORDING TO ANY PARTICULAR SITUATION LATER ON.

Sincerely,

Witnessed by,

Section 5
Referees

Please provide details of at least two referees who can be contacted. One referee should be an academic official e.g. Head teacher; lecturer; tutor; a second should be a personal reference but not from an individual to whom you are related. The third is optional. Please note that any offer extended to you by the firm will be subject to the firm obtaining satisfactory references.

Referee 1 (Academic)

Full name	
Position	
Address	
Telephone Number	
Email (if appropriate)	

Referee 2 (Personal)

Full name	
Position	
Address	
Telephone Number	
Email (if appropriate)	

Referee 3 (Optional)	
Full name	
Position	
Address	
Telephone Number	
Email (if appropriate)	