



**EMPLOYMENT FORM: ACADEMIC STAFF**

**POSITION APPLIED** \_\_\_\_\_

( Full-time  Part-time  Relief )

**REMUNERATION EXPECTED** \_\_\_\_\_

**EXPECTED AVAILABLE DATE** \_\_\_\_\_

Campus Applying for:  Orchard Campus  Bukit Timah Campus

Attach a recent passport-sized photograph of yourself

**NOTE**

1. This form is for easy processing of your application for employment with us should you be employed. The School undertakes not to divulge your personal data and information to any third party without your prior written consent other than relevant Government Authorities.
2. All relevant parts of this application form must be completed. If space in this application is insufficient, please attach an addendum.
3. Relief teachers must have a valid Dependent's Pass or be a Singapore PR.
4. Upon submitting this employment form, the applicant authorizes Chatsworth International School to conduct background and reference checks as deemed necessary and appropriate by the school.
5. This application should be forwarded with your CV and all other relevant documentation. Please read the information required for all applicants on our school website before submitting.

A. PERSONAL INFORMATION	
Name (as in NRIC / Passport): _____	
NRIC/ EP / WP / Passport No: _____	Passport Expiration Date (dd/mm/yyyy) _____
*Place of Birth: _____	*Date of Birth: _____
*Nationality: _____	*Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
*Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Partner	
No of Dependants residing with you: _____	*Religion: _____
If you are a Singapore Permanent Resident, please state the date of commencement of the PR status: _____	No of Yrs Full-time Teaching Experience: _____ No of Yrs Full-time Administrative Experience: _____
Country / State / Province where Teacher Certification was received: _____ Date of Certification (dd/mm/yy): _____ Expiration Date (dd/mm/yy): _____	Have you ever been issued a Work Visa in Singapore and in another country? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, state the Country / State / Province of issue and the length of visa. For Singapore work visa, please state your FIN number: _____ Length of Visa: _____(year) _____(month)
<b>Address &amp; Contact Telephone Number in Singapore</b>	
House/Block No: _____ Street Name: _____	
Unit No: _____ Building Name: _____ S ( )	
Telephone No: _____ (Home) _____ (Office) _____ (Mobile)	
E-mail Address: _____	
<b>Permanent Overseas Address &amp; Contact Telephone Number (If you are not a Singapore Citizen or Permanent Resident)</b>	
Address: _____	
Telephone No: _____	

\* Required for administrative purposes only and not used as selection criteria.

**B. FAMILY INFORMATION**

Name	Relationship	Nationality	Date of Birth	Occupation	Company
	<input type="checkbox"/> Spouse <input type="checkbox"/> Partner				

**C. ASSIGNMENT PREFERENCE (S) (more than one can be selected)**

<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Primary (Y1 – Y3)	<input type="checkbox"/> Primary (Y4 – Y6)
<input type="checkbox"/> Lower Secondary (Y7 – Y9)	<input type="checkbox"/> High School (Y10 – Y11)	<input type="checkbox"/> High School (Y12 – Y13)

**Extra Curricular Activities** (Please list extra curricular activities you would like to be involved in)

**D. EMERGENCY CONTACT INFORMATION**

Name:	Relationship
Address: _____ _____	
Telephone No : _____ (Home) _____ (Office) _____ (Mobile)	

**E. ACADEMIC QUALIFICATIONS** (Please attach all relevant certificates)

Period Attended		Schools/Institutions Attended	Location	Qualifications Obtained ('O'/'A' Levels, Diplomas, Degree)
From	To			



<b>F. OTHER PROFESSIONAL TRAINING</b> (Please attach all relevant certificates)			
Course Title	Institution	Qualifications	Year Graduated

<b>G. LANGUAGE PROFICIENCY</b>					
Please state the level of proficiency by indicating 1-5 with 1 being the lowest and 5 being the highest					
Language	Spoken	Written	Language	Spoken	Written

<b>H. COMPUTER LITERACY &amp; OTHER SKILLS</b> (Please indicate the software you are competent in)

<b>I. EMPLOYMENT HISTORY</b>					
Note: List all schools in which you have been employed. Though not mandatory, applicants with at least 2 years IB (PYP / MYP / DP) teaching experience will have an advantage.					
Date		School (in chronological order)	Location	Grade Level / Subject	Reason for Leaving
To (mm/yy)	From				

<b>J. CURRENT EMPLOYMENT</b>				
Note: Reference check will not be made to your present employer without your consent.				
Date Joined	School & Location	Grade Level / Subject	Annual Salary	Reason for Leaving

Key Responsibilities:

Notice Required (to end present employment) : \_\_\_\_\_ (weeks)



**K. PROFESSIONAL REFEREES**

Note: Please name 3 referees (excl family members or relatives) who are associates from your work or academic circle and can give us information about your teaching experience and character. One of these should be your current Principal or Supervisor.

Name	Firm/Institution	Position Held	Contact Number	Email Address

**L. HEALTH DECLARATION**

- If you have been hospitalised or undergone a surgical operation during the past 5 years, please explain briefly:  
\_\_\_\_\_
- Are you suffering from or have a history of any major illnesses (eg hypertension, asthma, diabetes, AIDS, HIV, TB, dialysis treatment, chemotherapy treatment), mental disorder or physical impairment?  
 No             Yes (please specify \_\_\_\_\_)
- Are you presently prescribed with long term medication or drugs to keep your medical condition stable?  
 No             Yes (please specify \_\_\_\_\_)

**M. ADDITIONAL INFORMATION**

- Have you ever been declared bankrupt?  
 No             Yes (state date & reason \_\_\_\_\_)
- Have you been convicted in a court of law in any country for abuse (sexual, child, physical, drug abuse) fraudulent or dishonesty act or any other criminal offences?  
 No             Yes (state date & nature \_\_\_\_\_)
- Have you been convicted of any offence under the Private Education Act, Singapore within a period of 5 years preceding the deployment?  
 No             Yes (state date & nature \_\_\_\_\_)
- Have you been dismissed, discharged or suspended from any employment prior to this job application?  
 No             Yes (state date & reason \_\_\_\_\_)
- Have you ever broken a contract?  
 No             Yes (state date & reason \_\_\_\_\_)
- Have you ever been issued with a permit from the Ministry of Education to teach in Singapore?  
 No             Yes (state start & end date of permit duration \_\_\_\_\_)



**7. CHILD PROTECTION**

Chatsworth International School promotes a safe and positive community and has a special obligation to protect students. All employees are bound by the Child Protection policy and are subject to reference checks. All members of the community are responsible for the safety and well-being of every child.

**N. APPLICANT DECLARATION**

1. I hereby give my consent for Chatsworth International School to obtain and verify from or with any source, as deemed appropriate for the assessment of my application for employment.
2. I declare that the particulars given by me in this application for employment and the attached sheets are true to the best of my knowledge and belief, and I have not willfully suppressed any material fact.
3. I accept that if any of the information given by me in this application is in any way false or incorrect, I shall be disqualified from employment or dismissed from service.

\_\_\_\_\_  
Applicant's Signature & Name as in IC / Passport

\_\_\_\_\_  
Date

**O. FOR HR USE ONLY**

Interviewer	Hire	Fwd to (2 <sup>nd</sup> Interview)	KIV	Unsuccessful
1.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Salary Offered:</b> S\$ _____ per month or S\$ _____ per annum				