



AVI-CENNA INTERNATIONAL SCHOOL

APPLICATION FORM FOR EMPLOYMENT

Applicants, please note:

Canvassing will disqualify.

If completing this form in handwriting, please use **black ink**.

The successful candidate will be required to present original documents in relation to teaching/other appropriate qualifications prior to appointment.

Position Applied For	
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APPLICANT'S PERSONAL DETAILS						
Surname					M/F	
Forename(s)						
Home Address						
Nationality						
Date of Birth		Marital Status		Number of Children		
Religion		Town & State of Origin				
Mobile No.		Email				

DETAILS OF ACADEMIC QUALIFICATIONS – MOST RECENT FIRST. INCLUDE UNDER-GRADUATE & POST-GRADUATE QUALIFICATIONS. CANDIDATES WILL BE ASKED TO PRESENT ORIGINAL DOCUMENTS.			
Qualification & Grade	Awarding University, College or Institute	Length of Course	Final results received: Day/Month/Year

TEACHING EXPERIENCE – MOST RECENT FIRST (IF NECESSARY EXPAND THE SECTION OR USE ADDITIONAL PAGES IF COMPLETING IN HANDWRITTEN FORMAT).

School Name & Address	Date(s) of service in the school	Position(s) held	Dates in each Position
			From: To:
			From: To:
			From: To:
			From: To:
			From: To:

NON-TEACHING WORK EXPERIENCE

Employer	Position	Duties	Dates
			From: To:
			From: To:
			From: To:
			From: To:
			From: To:

ADDITIONAL QUALIFICATIONS E.G. ICT, RELEVANT COURSES ATTENDED (IF APPLICABLE)

College(s)	Qualification and Year	Modules Studied

AREAS OF INTEREST – CURRICULAR/OTHER

Area	Expertise/Experience/Specialism

Current Annual Gross Salary	
Available Starting Date	

PLEASE INDICATE HOW YOU THINK YOU CAN CONTRIBUTE TO THE ETHOS AND SUCCESS OF AVI-CENNA INTERNATIONAL SCHOOL

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NAMES & CONTACT DETAILS OF REFEREES*			
Referee 1		Referee 2	
Name		Name	
Position		Position	
Address		Address	
Mobile No		Mobile No	
Referee 3		Referee 4	
Name		Name	
Role		Position	
Address		Address	
Mobile No		Mobile No	

***Please Note:**

1. Only those referees who know you in a professional capacity should be included. At least *three names should be provided.
2. Close relatives and friends **should not** be listed as referees.
3. As it is probable that referees will have to be contacted outside of school times, it is crucial that phone numbers (preferably mobile numbers) outside of working hours, are given.
4. If the current employer (*where applicable*) is not named as a referee, the School reserves the right to seek a reference from the current employer.

I hereby declare that all the particulars furnished on this application form are true and correct to the best of my knowledge and that I am aware of the qualifications, requirements and particulars for this post, as set out in the advertisement and other relevant documentation. Failure to provide accurate information may result in any offer being withdrawn.

Signature _____

Date _____

OFFICIAL USE ONLY	
Certification checked	
References checked	
Last salary confirmed	
Successful? Y or N	
Appointment Date	
Starting salary	
Principal's signature	
Date	